

Label Order Overview

Label Order Date: _____ Requested Delivery Date: _____

Expedited Order (1-3 Business Days): Yes No

The standard lead time is five to ten business days. For expediting orders within three business days (within the US, International shipments may vary), a 15% Expedite Fee will be added to the order. Labels are printed as ordered and will be shipped out of Arlington Heights, IL, USA.

TO COMPLETE THIS ORDER, WE REQUIRE THAT THE INTERTEK ETL LISTING REPORT (CDR) HAS BEEN APPROVED BY THE CERTIFICATION TEAM AND THAT THE CONTROL NUMBER HAS BEEN ASSIGNED FOR THE MANUFACTURING LOCATION.

ETL Follow-up Service Account Control Number: _____ Order Number (if different from Control): _____

Intertek Safety Listing Report(s): _____

Order Quantity: _____ Order Price: _____

PRICING INFORMATION CAN BE FOUND IN THE ANNUAL ETL LABEL FEE DOCUMENT.

Label Order Contact: _____ Phone: _____ Email: _____

Additional Notes for Order: _____

Purchase Order Number (see note): _____

No PO Acknowledgement Form may be provided in place of PO. Must be filled out in its entirety for Bill-to Company associated with the label order.

Standard Terms of Payment are 30 days. If Credit Terms are not established for designated Billing Party, prepayment for services will be required. If a PO Number or other specific information is to be stated on the invoice, you are responsible to provide this information to our Certification Department.

Shipping Account: _____

Shipping Account Number: _____

The price for labels does not include shipping costs, which will be added to the order if you do not have a FedEx, UPS, or DHL account number. International shipments are subject to a Value Added Tax (VAT) & Custom Fees determined by recipient country.

Internal Label Part Number (optional): _____

Bill-To Information

Legal Entity Name: _____

Street Address: _____

City, State, Postal Code, Country: _____

Intertek Client ID Number: _____

THE BILL-TO COMPANY MUST BE ESTABLISHED IN OUR FINANCIAL SYSTEM. REGISTRATION DOCUMENTATION REQUIRED FOR SET UP.

Ship-To Information

Legal Entity Name: _____

Street Address: _____

City, State, Postal Code, Country: _____

Ship-to Contact: _____ Phone: _____ Email: _____

Signed By: _____ Date: _____

Please return the completed Label Order Form to ETL-Labels.orders@intertek.com for processing.