

Custom Master Lock Guardian Extreme™ Tags and Signs

End User Order Process

Process Overview

1. Create your custom graphics
2. Name and save your graphic file(s)
3. Place order with your distributor
4. Transfer your custom graphics to Master Lock

Step 1: Create Your Custom Graphics

Using your own graphics program, create any graphic you want within the dimensions shown in the chart below. Your graphics can include simple text, color text or logos and even include color pictures.

Templates in Microsoft Word, Adobe Illustrator, and Adobe PhotoShop can be downloaded from www.safetyseries.com. Click on “Developing Custom Tags and Signs”

While you will find it easiest to create and manipulate graphics in programs such as Illustrator, Publisher, Quark Express, InDesign, and other powerful graphic programs, you can also create simple custom tags and signs in Word.

Once you’ve created your tag or sign, you should save, export, or print as a PDF file. Follow the file naming format explained in step 2. By saving as a PDF you ensure the fonts; images, etc are embedded within the file. What you see when you look at your printed color PDF is what we will produce. If it looks good when you print it to a laser printer it will look good on your tag or sign. However, keep in mind that if it looks poor when you print it to a laser printer, it will not get better when molded into the tag or sign.

Graphic dimensions:

Model No.	Number of sides	Product Description	Area avail. for Graphics
S90001	Front and Back	Two sided Custom OSHA Tag 3” x 5-3/4 ”	2.95” x 4.88”
S90002	Front and Back	Two sided Custom Lockout ID Tag 3” x 1-1/2”	2.95” x 1.45”
S90003	Front and Back	Two sided Custom Scaffold Tag 3” x 9”	2.75” x 7.80”
S90004	Front	Custom Sign 7” x 10”	6.5” x 9.5”
S90005	Front	Custom Sign 10” x 14”	13.375” x 9.70”
S90006	Front	Custom Sign 14” x 20”	13.00” x 19.25”
S90007	Front	Custom Sign 12” x 18”	11.75” x 17.75”
S90008	Front	Custom Sign 12” x 10”	11.75” x 9.75”
S90009	Front	Custom Sign 12” x 9”	11.75” x 8.625”
S90010	Front	Custom Sign 12” x 8”	11.75” x 7.75”
S90011	Front	Custom Sign 12” x 4”	11.75” x 3.75”
S90014	Front and Back	Two sided Custom Sign 7” x 10”	6.5” x 9.5”
S90015	Front and Back	Two sided Custom Sign 10” x 14”	13.375” x 9.70”
S90016	Front and Back	Two sided Custom Sign 14” x 20”	13.00” x 19.25”
S90017	Front and Back	Two sided Custom Sign 12” x 18”	11.75” x 17.75”
S90018	Front and Back	Two sided Custom Sign 12” x 10”	11.75” x 9.75”
S90019	Front and Back	Two sided Custom Sign 12” x 9”	11.75” x 8.625”
S90020	Front and Back	Two sided Custom Sign 12” x 8”	11.75” x 7.75”
S90021	Front and Back	Two sided Custom Sign 12” x 4”	11.75” x 3.75”

Step 2: Name Your Graphic File(s)

Once you have your graphic created, save it as a hi-res PDF file.

Please name the graphic files using the following format:

YourCompanyNamePO#Qty#FrontTag#.pdf

YourCompanyNamePO#Qty#BackTag#.pdf

If you are ordering multiple custom tags or signs on the same order the Company Name and PO # would remain the same. The Quantity may change. You need to include an identifier to separate one custom tag or sign from another. We suggest using numbers.

Example:

End User is Acme

Purchase order number is 239057

Ordering 2 custom tags

First custom tag is for 36 pieces

Second custom tag is for 504 pieces

ACMEPO239057QTY36FRONTTAG1

ACMEPO239057QTY36BACKTAG1

ACMEPO239057QTY504FRONTTAG2

ACMEPO239057QTY504BACKTAG2

By using this graphic naming format it will speed up processing and molding of your custom tags. It will also make it easier to reorder in the future. Master Lock will retain the graphic file under this name.

Step 3: Place Your Order

Once you've created and named your graphic files, place your order with the distributor. Be sure to include the name of the graphic file(s) on your purchase order. Be sure the correct graphic files are associated with the correct tag or sign model number. Your distributor will communicate that information to Master Lock, making it possible to match your graphic files with your order.

Please include a contact name and phone number in case we have any questions about the graphics or the order. Once we receive your completed order from the distributor it takes approximately 7 working days to mold and ship the Guardian Extreme™ tags or signs.

Step 4: Transfer the Graphics to Master Lock

1. Email option: Email the graphic files to graphics@masterlockgraphics.com. If the file(s) are over 10 Meg we recommend using our ftp site at www.masterlockgraphics.com.

2. FTP option: When you go to www.masterlockgraphics.com to transfer your graphic files you will be asked to fill in a username and password. These are:

Username: masterlockgraphics

Password: graphics

*The username is all one word. Both Username and Password are all lower case.

3. Mail. Burn files to disc and mail to Master Lock, Attention: Guardian Extreme, 1516 East Mapleleaf Drive, Mt. Pleasant, IA 52641

Questions? Email us at graphics@masterlockgraphics.com