

## UL Label Ordering Checklist

As an authorized UL label manufacturer and in accordance to our Authorized Suppliers Agreement, we are required to collect the following information in this form by UL for all orders. Any discrepancies in this form will cause a delay in the processing of the label order. Please follow the following steps:

1. **Fill in the grey sections.**
2. **Follow the steps for each of the order specific requirements sections.**
3. **Click the Submit button on the form. (Attach the UL Approved art file and/or Authorization if applicable)**

Once all of this information has been supplied to Adhesa-Plate we can produce our art proof for approval and after receiving approval we can begin production on the order.

Thank you for your cooperation.

**Note:** *Exact repeat orders for parts without serialization do not require this form again, as long as the information is current and on file for the customer and label from the previous order.*

## Customer Specific Requirements:

Customer Name (per UL file):	
Customer Address (per UL file):	
UL file #:	

## Order Specific Requirements:

### 1. Part Information:

Customer Part Number:			
Serialized Label:	Yes	No	Order Qty:

## 2. Art Requirements:

An UL authorized stamped art approval is required. The stamp will display the UL Listed number. This UL approved art proof can be acquired 2 ways: (Please choose one method below)

Customer Supplied	OR	Acquired by Adhesa-Plate
<p>The customer gets UL approved art with the UL stamp. UL has an order form on their website:</p> <p><b>Link to: UL Label Order Form</b></p> <p><b>Fill in the supplier info on the order form as seen below:</b></p> <div> <div>Select your UL Label Center *</div> <div>United States ▼</div> </div> <div> <div>Company Name for Authorized Label Supplier *</div> <div>Adhesa-Plate</div> </div> <div> <div>City, State, Country for Authorized Label Supplier *</div> <div>Seattle, WA USA</div> </div> <div> <div>P.O. number to the supplier *</div> <div>YOUR PO NUMBER FOR ADHESA-PLATE</div> </div>		<p>Adhesa-Plate will get the UL approved art proof files.</p> <p>There will be <u>at least</u> an <b>additional 5 business days</b> added to the lead time of the order. This additional time is for us to acquire the UL approval and authorizations.</p>
You will receive the approved art and UL authorization, please attach the file(s) from UL when submitting this form.		

UL Approved Art:	Yes (Attached)	Customer will Supply (Email separately to Adhesa-Plate)	Adhesa-Plate to Acquire (add at least +5 days to lead time)
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## 3. Authorizations:

**If applicable:** Instructions will be provided by UL on the quantity of labels authorized to be produced, the possible sequence for a serial number, Lot numbers, issue numbers, and other requirements.

*For serialized repeat orders, Adhesa-Plate will still need to receive the authorization from UL as to the quantity and serial number sequence of the labels.*

Customer Supplied	OR	Acquired by Adhesa-Plate
Lead Time is the same per the quote for the part. Starting when we receive all required information for the UL order.		<b>The additional lead time applies as stated above in the Art Requirements.</b>

Authorizations:	Yes (Attached)	Customer will Supply (Email separately to Adhesa-Plate)	Adhesa-Plate to Acquire (add at least +5 days to lead time)
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**Note:** The additional lead time is not cumulative. If any information is obtained by Adhesa-Plate from UL, the additional lead time is applied.