



ENGRAVING INFORMATION

STEP 1 – DETERMINE YOUR QUANTITY & DESIGN

The first step is finalizing your tag design with the total quantity of tags that you need. Be sure to mention key elements during the design process (would you like the engraving in all caps, upper and lower case, bag storage number, etc.). To determine the quantity you need to order, be sure to think of how many tags you will need engraved initially (First List) as well as the number tags you will need engraved in the near future (Prepaid Inventory).

STEP 2 – FIRST LIST OF ENGRAVED NAMES

As your tags are in production, now is the time to compile the list of names that will be engraved and shipped to you as soon as the tags are finished. Our engraving department will reach out to you in regards to the specifics of the list. Please prepare the list of names as you would like them engraved. An Excel spreadsheet is preferred.

STEP 3 – PREPAID ENGRAVING ON REMAINDER OF INVENTORY

The remaining inventory of tags is stored at ProTag until you need more. The engraving on these tags is prepaid (including shipping). When you need additional tags engraved, just email our engraving department and we will engrave and ship them as soon as possible.

STEP 4 – RE-ORDER WHEN YOUR INVENTORY IS LOW

We will send a reminder when your prepaid inventory is running low. Now is the time to either reorder more tags to go into prepaid inventory or come up with a new design and start again.