



Website Ordering Guide

To process your Transparency Labels for you, we just need a spreadsheet with three bits of information on it:

- The name of your product.**
- The SKU (Barcode Number) of your product.**
- The Amazon Transparency codes for your product.**

On the ordering page, there is a link stating:

Please upload your product data below, you can download a sample here

If you click on that link, you'll get a sample of the spreadsheet we require. You can delete the information that will be in there and add your own.

When you've done this, you can drag the completed spreadsheet to the box underneath that link, or click on it and select the file from where you have it saved.

If you require the smaller size label, these are 32 per sheet.

If you require the larger size label, these are 24 per sheet.

Divide the number of labels you require by the amount of labels on the required sheet and then round up to the next whole number. This is how many sheets you require.

Add that number to the box below.

Click 'add to basket'.

Click on the shopping cart at the top of the screen and add your delivery / payment details.

That's it!