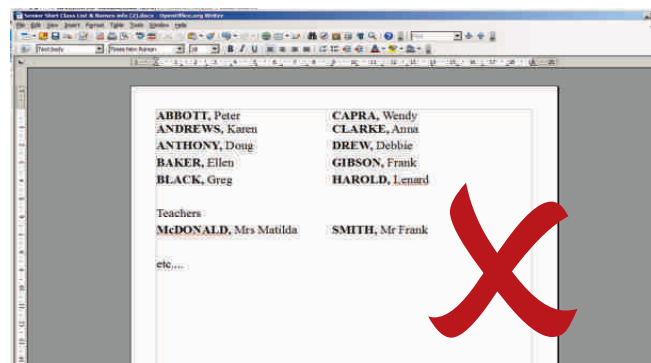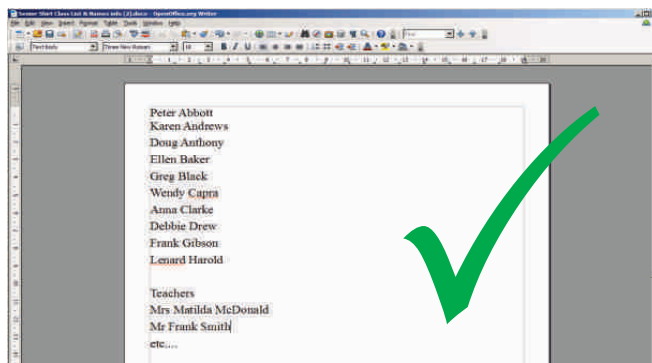# HOW TO SUPPLY A NAMES LIST
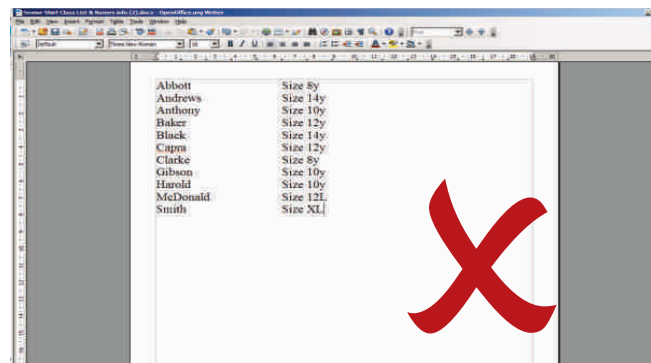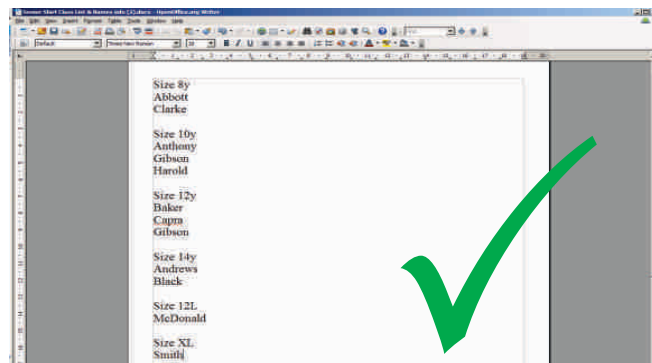
To ensure all names are printed correctly.....

our art department copy and paste your supplied names list

It will be printed the way you supply it.

Typically people prefer all names to be listed in alphabetical order, with first names first and surnames second.. Therefore, your list should be provided as follows in a **WORD doc:**

If you would like individual names or nicknames on the back and/or front, please supply the list in the following format

IF YOU WANT ALL NAMES IN UPPERCASE, PLEASE SUPPLY IT IN ALL UPPERCASE

DO NOT PUT THE SURNAME FIRST OR WITH COMMAS UNLESS YOU WANT IT PRINTED THIS WAY!

DO NOT SUPPLY IT FORMATTED. NO COLUMNS, TABS, UNDERLINES, ITALICS OR BOLD HIGHLIGHTING AS THIS INCREASES

THE RISK OF REFORMATTING NAMES INCORRECTLY