

CUSTOM IMPRINTING FORM FOR LOW-PROFILE PRIVACY CLIPBOARDS

How To Customize Carstens Low-Profile Privacy Clipboards

Step 1. Refer to Privacy Clipboard imprinting area guide (page 2) and indicate exactly where you would like your logo positioned and printed on your finished clipboard. The size of your logo may not exceed the size of the printing areas shown. *Printing areas shown are 70% of actual size.*

Carstens defines camera-ready art as a crisp, clean, black and white image of your facility's logo. We cannot accept colored logos, stationery, photocopies or literature in place of camera-ready art of your logo.

This is camera-ready art

This is not camera-ready art

Step 2. Choose from our list of generic titles listed on page 3 or write your own custom title on the order form below. Indicate where you would like the title to appear in the areas top, middle or bottom. Check the dimensions of any title you select. Make sure it will fit in the desired printing area. Save on processing time and order one of our pre-printed titles: *Emergency Department* and *Confidential*.

Step 3. Refer to Carstens catalog or visit www.carstens.com to choose your clipboard color and one imprint color (black, gold, silver or white).

Step 4. Mail or e-mail your logo to Carstens in the exact size you wish your logo to appear on your finished imprinted binder. If sending your logo electronically, send it as a black and white file, actual size, 300 dpi, in either a tiff, eps or pdf format to carstens@carstens.com. **Do not fax artwork. There is a 3-5 working day waiting period for artwork produced or reproduced by Carstens.**

Step 5. Complete the order information section and mail or fax it to:

Carstens Customer Service Department
7310 West Wilson Avenue
Chicago, IL 60706
Fax: 1-800-782-1559

All submissions are subject to review and return to ensure proper imprinting. Custom imprinting requires a minimum order of 25 Privacy Clipboards. Imprinting is available in one color per clipboard. Carstens Privacy Clipboards are guaranteed for one year. Our custom imprinting may wear with ordinary use. Final positioning of your logo imprint may vary by as much as 1/16" in any direction due to manufacturing tolerances.

Order/Quote Information

Please check one:
 Quote only Order

P.O. Number _____

Facility Name _____

Imprint Title *Min. order of 25 for custom imprinting)*

Address _____

Standard _____

City/State/Zip _____

Catalog # _____ Qty _____

Telephone () _____

Custom _____

Fax () _____

Catalog # _____ Qty _____

E-mail _____

Imprint Area Top Middle Bottom

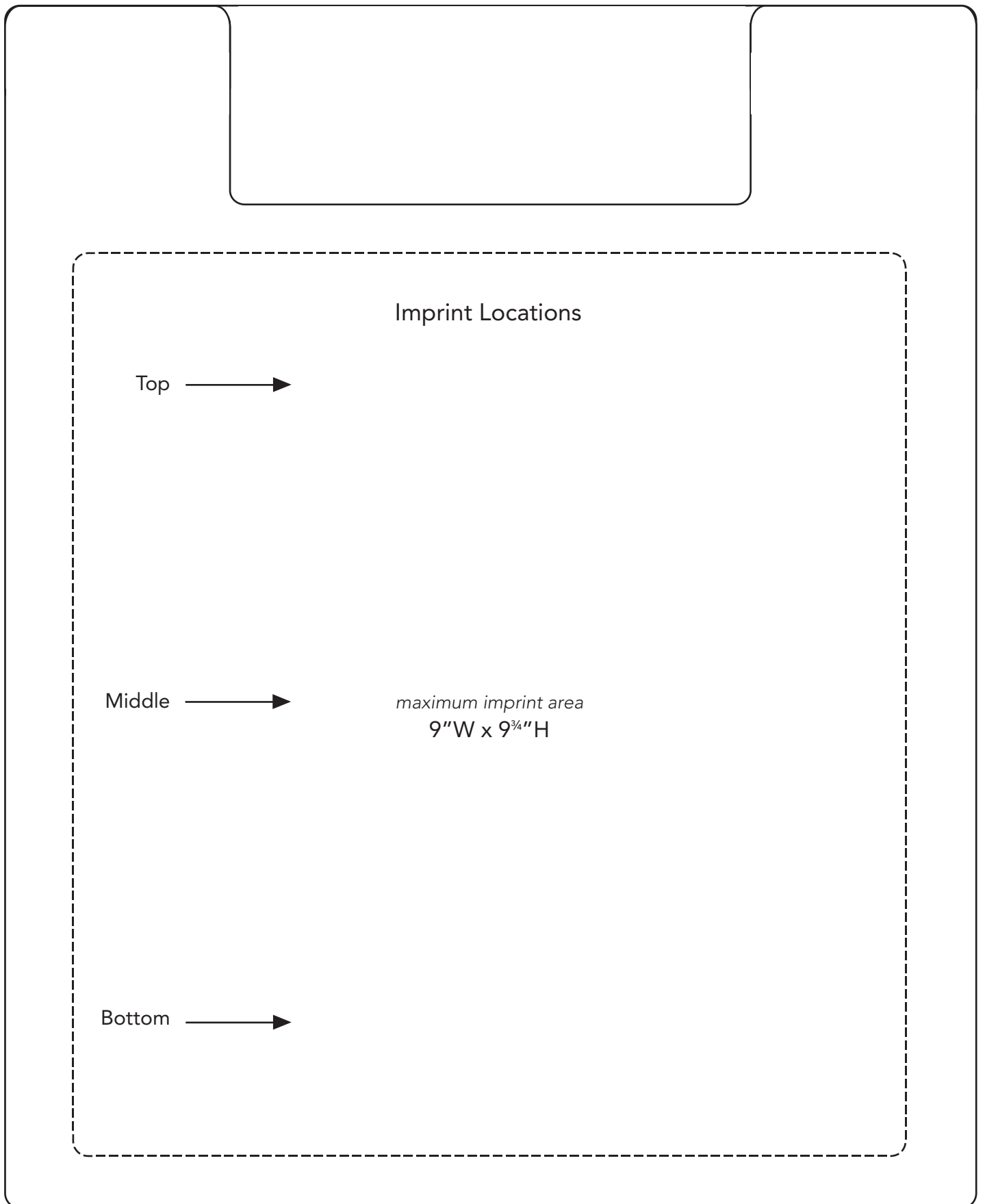
Authorized Signature _____

Imprint Color Black Gold Silver White

View our catalog or visit www.carstens.com for your desired clipboard color.

Low-Profile Privacy Clipboard Imprint Areas

Imprint area is 70% of original size. See measurements for accurate imprint boundaries.



Standard Titles

Accountability Record - 8 3/4" W x 1/2" H
*Accountability Record - 8 3/4" W x 3/8" H
Administrative Directive Manual – 5" W x 1" H
*Admitted Patient - 5 3/4" W x 1/2" H
Adult Respiratory Care Therapy Record – 8 3/4" W x 1 1/2" H
*Adult Respiratory Care Therapy Record – 5" W x 3/16" H
Ambulatory Care - 7 1/4" W x 3/4" H
Ambulatory Surgery – 6 1/2" W x 1/2" H
Ambulatory Treatment Unit - 6" W x 1 1/2" H
Antepartum - 3 1/2" W x 1/2" H
Bedside Documentation Chart – 4 3/4" W x 2" H
* Blood and Blood Product Transfusion Manual - 4 3/4" W x 3/4" H
Burn Trauma ICU - 6 1/2" W x 1" H
Cardiac Care Unit - 3" W x 3 1/2" H
Cardiac Cath Lab - 5 1/2" W x 2" H
Cardiac and Vascular Procedure Lab - 8" W x 1 1/2" H
Care Plan – 3" W x 3/4" H
*CCU - 2 1/2" W x 3/4" H
*CCU/ICU - 3 1/2" W x 1 1/4" H
Controlled Substances - 8 3/4" W x 1/2" H
Controlled Substances - 5" W x 7/16" H
CICU - 4 3/4" W x 1 3/4" H
Code Blue – 5 3/4" W x 5" H
Confidential – 5 1/4" W x 1/2" H
Confidential – 6" W x 3/4" H
Confidential – 8 1/4" W x 7/8" H
Confidential Emergency Services - 8" W x 1 1/2" H
Confidential Medical Record – 4 1/2" W x 1" H
Confidential Medical Records – 8 1/4" W x 1 1/2" H
Confidential Patient Information - 6" W x 1 1/2" H
Confidential Patient Record – 6" W x 1 1/2" H
Core Measures - 8 1/2" W x 1/2" H
Core Measures - 7/16" W x 5" H
Core Measures Chart - 5 3/4" W x 2" H
Corporate Compliance Manual – 4 3/4" W x 7 1/8" H
Critical Care - 8 1/4" x 7/8"
Critical Care Unit - 7 1/2" W x 3/4" H
Dialysis Unit – 4 1/2" W x 3 1/4" H
Dialysis Unit – 8 15/16" W x 1 13/16" H
Dietetic Service Department – 6" W x 3 1/2" H
Emergency Center - 7" W x 1 1/2" H
Emergency Department – 5 7/8" W x 1 1/2" H
Emergency Department – 3 3/4" W x 1" H
Emergency Department – 4 1/4" W x 1 1/4" H
Emergency Manual - 8 15/16" W x 1 13/16" H
*Emergency Manual - 5" W x 1 1/4" H
Emergency Plans Manual – 4 5/8" W x 3/8" H
Emergency Plans Manual – 8" W x 9/16" H
Emergency Observation - 6" W x 3 4" H
Emergency Operations Plan Manual - 4 3/4" W x 3/4" H
Emergency Operations Plan Manual - 8 1/2" W x 1 1/2" H
Emergency Services - 8" W x 2 1/2" H
Endoscopy Department - 7" W x 9/16" H
Endoscopy Unit - 6 1/4" W x 1/2" H
Ethics Manual – 4 1/8" W x 1/2" H
*Exposure Control Plan – 3" W x 1" H
Exposure Control Plan – 6 1/2" W x 11/16" H
Extended Recovery - 7 1/2" W x 5/8" H
*Forms - 2 3/4" W x 1/2" H
Fire Disaster Plan (vertical) - 1 1/4" W x 5" H
Hemodialysis Unit – 5" W x 1/2" H
*Heart Center - 4" W x 1/2" H
Heart Recovery Unit - 6" W x 3 1/2" H
Hematology/Oncology - 7 1/2" W x 2" H
*Hospital - 2 1/2" W x 11/16" H
HIPAA Guidelines – 8 1/2" W x 11/16" H
HIPAA Guidelines (vertical) – 1" W x 4 1/2" H
Human Resources Manual – 5" W x 1" H
ICC - 2 1/2" W x 1" H
ICU - 8 15/16" W x 1 13/16" H
ICU - 3 1/2" W x 1 1/2" H
ICU - 7 3/4" W x 1 15/16" H
ICU/CCU - 4 3/4" W x 1 1/2" H
I.V. Medication – 4" W x 1/2" H
Infection Control Manual – 5 1/4" W x 1" H
*Infection Control – 2 3/4" W x 1 1/4" H
Infusion Manual – 6" W x 3/4" H
*Infusion Manual – 4" W x 1/2" H
Infusion Services - 6 1/2" W x 2 1/2" H
Intensive Care Unit - 5" W x 1/2" H
Intensive Care Unit - 5 1/2" W x 1/2" H
Intensive Care Unit - 5 3/4" W x 1/2" H
Intermediate Care Unit - 7" W x 1 1/2" H
Invasive Cardiology - 7 3/4" W x 1/2" H
Joint Commission on Accreditation of Healthcare Organizations – 7 1/2" W x 7/8" H
*Labor & Birth - 4 1/2" W x 1/2" H
*Leads – 2 1/4" W x 1/2" H
Leads – 2 3/4" W x 3/4" H
*Long Term Care - 4 1/2" W x 11/16" H
*Main O.R. Pre-Op - 4" W x 1/2" H
Main O.R. Pre-Op - 6" W x 1/2" H
Medical Day Stay - 7 1/4" W x 3/4" H
Medical Record – 8 1/2" W x 1/2" H
Medical Records Do Not Remove - 4 3/4" W x 1" H
Medical Records Do Not Remove - 7 1/2" W x 1 1/2" H
*Medical Records Do Not Remove - 4" W x 3/4" H
Medical Records Do Not Remove - 8 1/2" W x 1 1/2" H
Medications – 3 3/4" W x 5/8" H
Medication Administration – 4 1/2" W x 1 1/8" H
Medication Sheets – 7" W x 3/4" H
MSDS – 3 1/4" W x 5/8" H
*MSDS – 3/4" W x 4 1/4" H Vertical
Neuro/Ortho Care Unit – 6 1/4" W x 1/2" H
*NICU - 4 1/4" W x 1" H
*NICU - 3" W x 11/16" H
*NICU - 2 1/2" W x 13/16" H
*NICU - 1 1/2" W x 11/16" H
*NICU (vertical)- 9 1/6" W x 3" H

*These generic titles are ideal for spine imprinting

*Nursery - 2 1/2" W x 11/16" H
 Nursing Station Systems – 4 5/8" W x 1 1/8" H
 Nursing Policy and Procedures – 4" W x 1 1/8" H
 Nursing Department Policy & Procedure Manual – 6 1/4" W x 3/4" H
 Nursing Policies – 6" W x 3/4" H
 Nursing Policies – 4" W x 1/2" H
 *Nutrition Care Manual – 4 5/8" W x 3/8" H
 Observation – 7" W x 1" H
 Observation III - 7" W x 1/2" H
 Observation Patient - 8 15/16" W x 1 13/16" H
 Oncology - 7 1/2" x 1" H
 *OSHA Manual – 3 3/4" W x 7/16" H
 OSHA Manual – 6 1/2" W x 3/4" H
 Outpatient Program – 4 7/8" W x 1/2" H
 Outpatient/OBS – 5 1/2" W x 3/4" H
 Outpatient Surgery - 7 1/2" W x 9/16" H
 Outpatient Surgery - 6 1/2" W x 2" H
 Outpatient Surgery - 4 1/4" W x 1 1/2" H
 *PACU - 2 1/2" W x 3/4" H
 *Pain Center - 4 1/2" W x 3/4" H
 Patient Care Profile – 6 1/2" W x 1/2" H
 Patient Care Services Policy and Procedure Manual – 5" W x 3/4" H
 Patient/Family Teaching Resource Center – 8 1/4" W x 1 1/4" H
 *Patient/Family Teaching – 4 1/4" W x 1" H
 Partial Hospitalization – 5 1/2" W x 3/8" H
 *PCU - 1 1/2" W x 1/2" H
 *PEDS - 3/4" W x 1/4" H
 *PEDS - 3 1/2" W x 1" H
 Pediatrics - 7 3/4" W x 1 15/16" H
 *Pediatrics - 3" W x 1/2" H
 Pediatric Critical Care Center - 8" W x 1 3/4" H
 Pediatrics & PICU - 6" W x 3 1/2" H
 PICU - 5" W x 1 1/2" H
 PICU - 7 1/4" W x 1 1/2" H
 *PICU - 3 1/2" W x 1 1/4" H
 Please Return to Ambulatory Care – 7" W x 1 5/8" H
 Please Return to PACU - 7 3/4" W x 3 1/2" H
 Please Respect Patient Confidentiality – 6" W x 1" H
 Please Return to Pre-Op - 7 3/4" W x 5 15/16" H
 Policies & Procedures – 4 1/8" W x 1/4" H
 Policies & Procedures – 6 1/2" W x 1/2" H
 *Policy - 3 1/2" W x 3/4" H
 *Policy - 3" W x 1 1/4" H
 Policy & Procedure Manual – 5 1/4" W x 1 1/2" H
 Policy & Procedure Manual Vol. I – 5 1/4" W x 1" H
 Policy & Procedure Manual Vol. II – 5 1/4" W x 1" H
 Policy & Procedure Manual Vol. III– 5 1/4" W x 1" H
 Policy/Procedure – 8 1/4" W x 5/8" H
 Procedure – 5" W x 5/8" H
 *Progressive Care Unit - 4" W x 1 1/4" H
 Radiation Oncology - 8 1/2" W x 1" H
 Reference – 4 1/4" W x 5/8" H

Rehab - 6" W x 1 1/2" H
 *Rehab - 2 1/4" W x 1/2" H
 Rehab Center – 4 3/4" W x 7/8" H
 Renal Center – 4" W x 1 1/2" H
 Resource Manual – 4" W x 1 3/4" H
 Respiratory Care Services - 7 3/4" W x 3/4" H
 Return to Pre Admission Center - 6" W x 1 3/4" H
 Rules & Regulations – 6 3/4" W x 1/2" H
 Rules & Regulations – 5 1/4" W x 3/8" H
 *Safety Manual – 1" W x 4 1/2" H Vertical
 Safety Manual – 5 1/4" W x 1/2" H
 Same Day Surgery – 6 1/2" W x 5/8" H
 *Same Day Surgery – 4 3/4" W x 1/2" H
 Same Day Surgery – 8" W x 1" H
 SICU - 4" W x 1 1/2" H
 Skilled Nursing - 7" W x 13/16" H
 Standing Orders – 5 1/4" W x 1/2" H
 Standing Orders – 6 1/2" W x 5/8" H
 Sub Acute Unit - 5 1/2" W x 3/4" H
 *Surgery - 2 1/2" W x 1/2" H
 *Surgery - 3" W x 11/16" H
 Surgi Care - 8" W x 1" H
 SSU - 3 1/4" W x 1 1/2" H
 Technical Emergency - 4" W x 1 1/2" H
 *Telemetry - 3" W x 1/2" H
 The Perinatal Center – 7 1/2" W x 1/2" H
 Transitional Care Unit – 5 3/8" W x 1 5/8" H
 Transplant Service – 6 1/4" W x 1/2" H
 Transplant Service – 6 1/2" W x 1/2" H
 Trauma Department - 9 3/4" W x 9" H
 Trauma Department - 5 3/4" W x 1 1/2" H
 Treatment Sheets – 7" W x 3/4" H
 Vascular – 5 1/2" W x 7/8" H