

LIST PERSONALIZATION SERVICES

*Professionally personalized and addressed products
save time and make a great impression.*

Follow these steps to add List Personalization Services
to your order.



VISIT: listservices.carlsoncraft.com

Log in to List Personalization Services or create a new account.



DOWNLOAD: Spreadsheet

Click on “List Template” to download the spreadsheet.



ENTER: Addresses / Personalization

Enter the addresses or personalization for each item in the corresponding
tabs on the spreadsheet. Save the spreadsheet as VIP plus your name.

Example: VIPstevens.xls



UPLOAD: Spreadsheet

Log in to listservices.carlsoncraft.com and click on “Upload a List”.

After submitting the finished spreadsheet, save the confirmation number
you receive. You will need to provide this to your retailer.



SUBMIT: Order to your Retailer

Your retailer will submit your order for custom printed envelopes and other
products to Carlson Craft with the confirmation number included.

Make sure to include ink color and lettering style for printing each item.

Online manual entry method is also available on the List Personalization Services website.

Carlson
CRAFT[®]