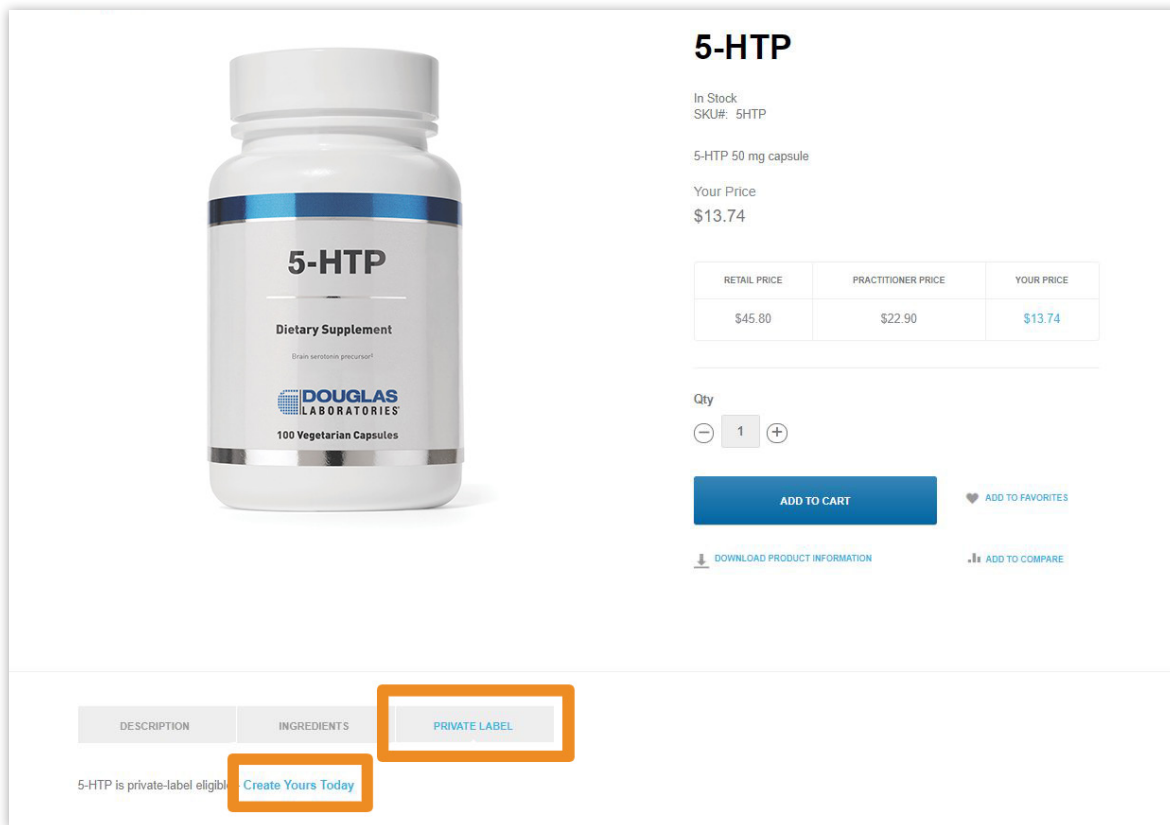


DOUGLAS LABORATORIES®  
**PRIVATE LABEL  
SOLUTIONS**  
ONLINE TOOL TUTORIAL



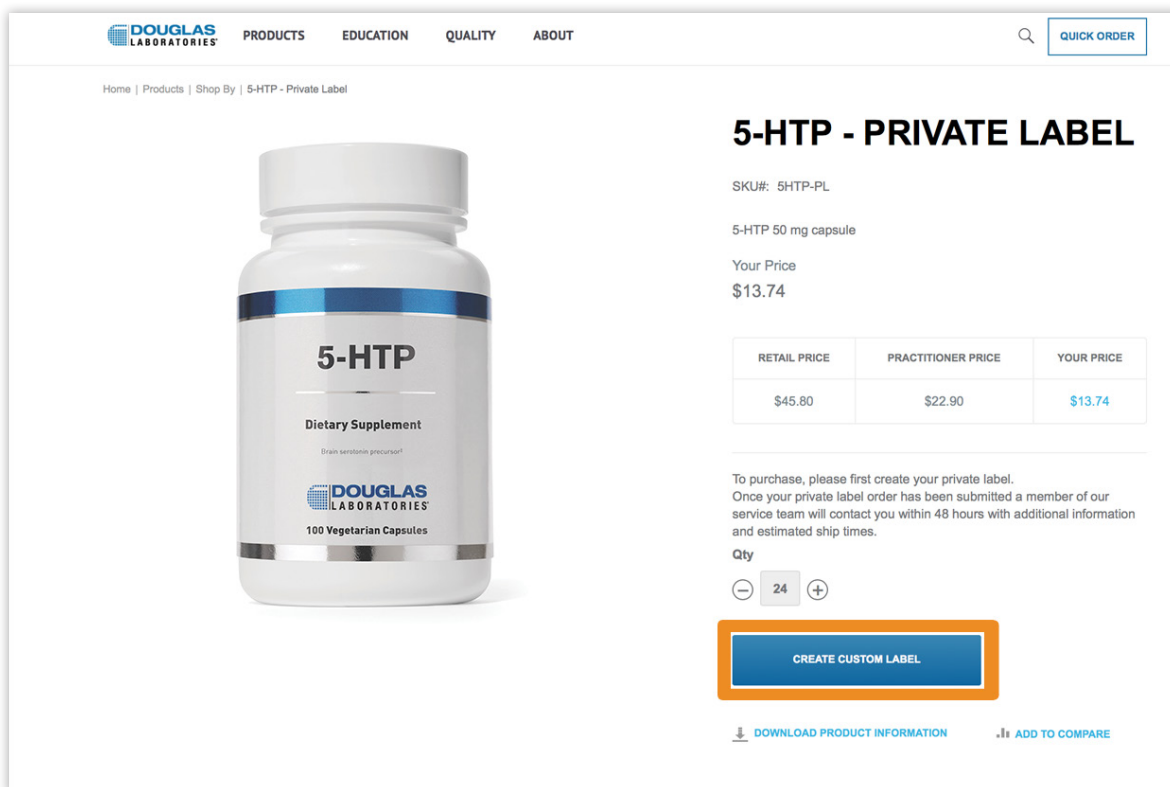
## Step-by-step Guide:

1. Once logged into your account, navigate to the product you would like to order.
2. Click the gray **PRIVATE LABEL** tab located below the product image, and select **CREATE YOURS TODAY** to be directed to the private label product page.



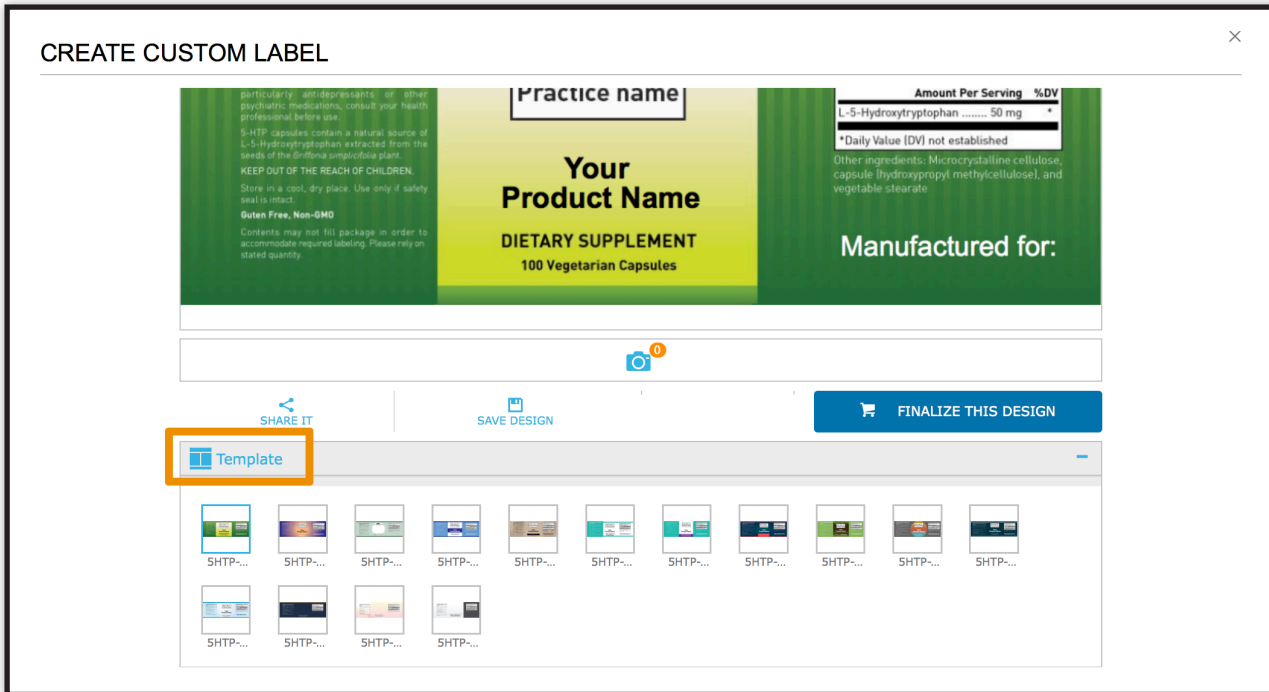
The screenshot shows the product page for 5-HTP. On the left is a white bottle with a blue band and the text "5-HTP Dietary Supplement". On the right, the product name "5-HTP" is displayed, along with "In Stock", "SKU#: 5HTP", and "5-HTP 50 mg capsule". The price is listed as "Your Price \$13.74". A table compares prices: Retail Price (\$45.80), Practitioner Price (\$22.90), and Your Price (\$13.74). Below the table is a quantity selector set to 1, an "ADD TO CART" button, and links for "ADD TO FAVORITES", "DOWNLOAD PRODUCT INFORMATION", and "ADD TO COMPARE". At the bottom, there are three tabs: "DESCRIPTION", "INGREDIENTS", and "PRIVATE LABEL" (highlighted with an orange box). Below the "PRIVATE LABEL" tab is a "Create Yours Today" button (also highlighted with an orange box).

3. Click the **CREATE CUSTOM LABEL** button to start your label.

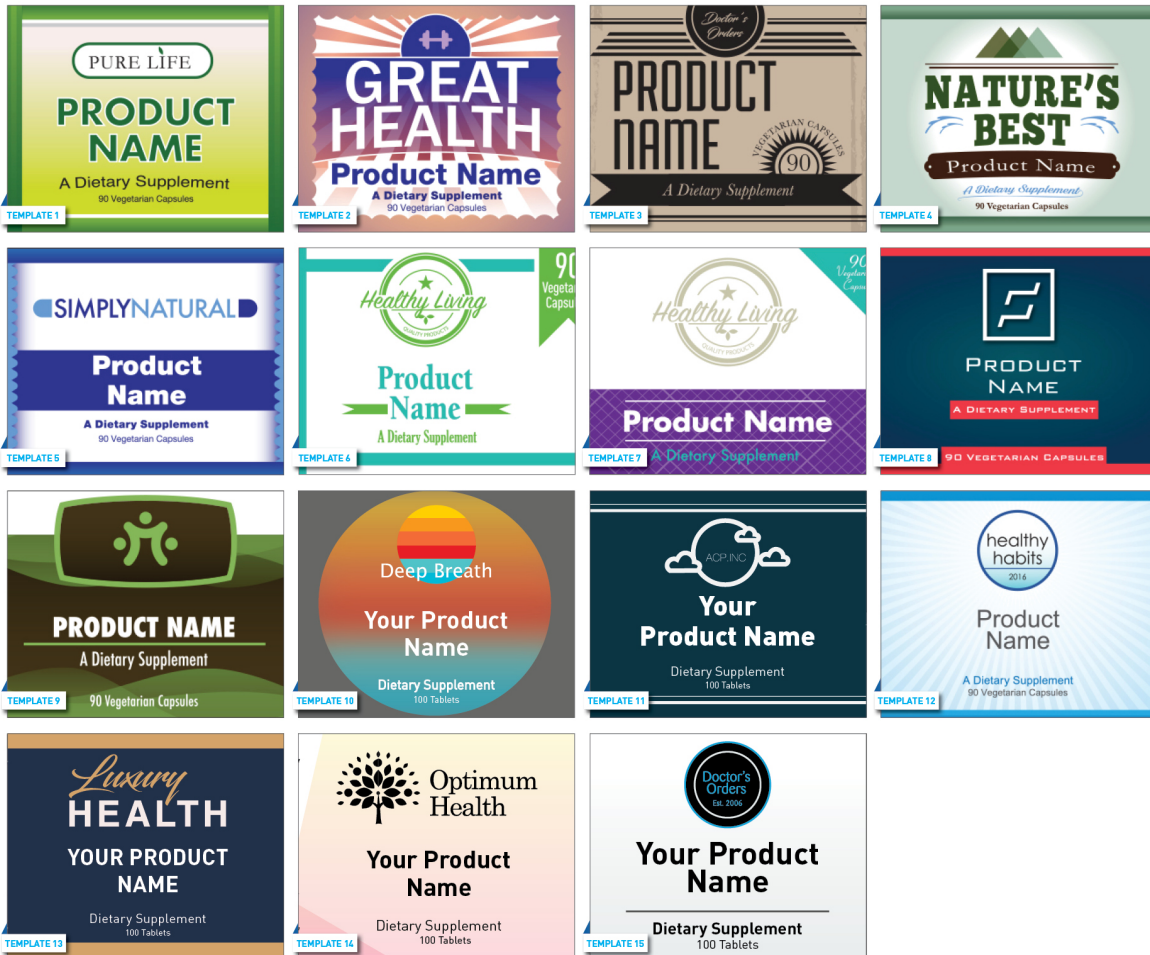


The screenshot shows the "5-HTP - PRIVATE LABEL" product page. The top navigation bar includes "DOUGLAS LABORATORIES", "PRODUCTS", "EDUCATION", "QUALITY", "ABOUT", a search icon, and a "QUICK ORDER" button. The breadcrumb trail reads "Home | Products | Shop By | 5-HTP - Private Label". The product image is the same as in the previous screenshot. The product name is "5-HTP - PRIVATE LABEL", with "SKU#: 5HTP-PL" and "5-HTP 50 mg capsule". The price is "Your Price \$13.74". The price comparison table is identical. Below the table, a note states: "To purchase, please first create your private label. Once your private label order has been submitted a member of our service team will contact you within 48 hours with additional information and estimated ship times." The quantity selector is set to 24. A "CREATE CUSTOM LABEL" button is highlighted with an orange box. At the bottom, there are links for "DOWNLOAD PRODUCT INFORMATION" and "ADD TO COMPARE".

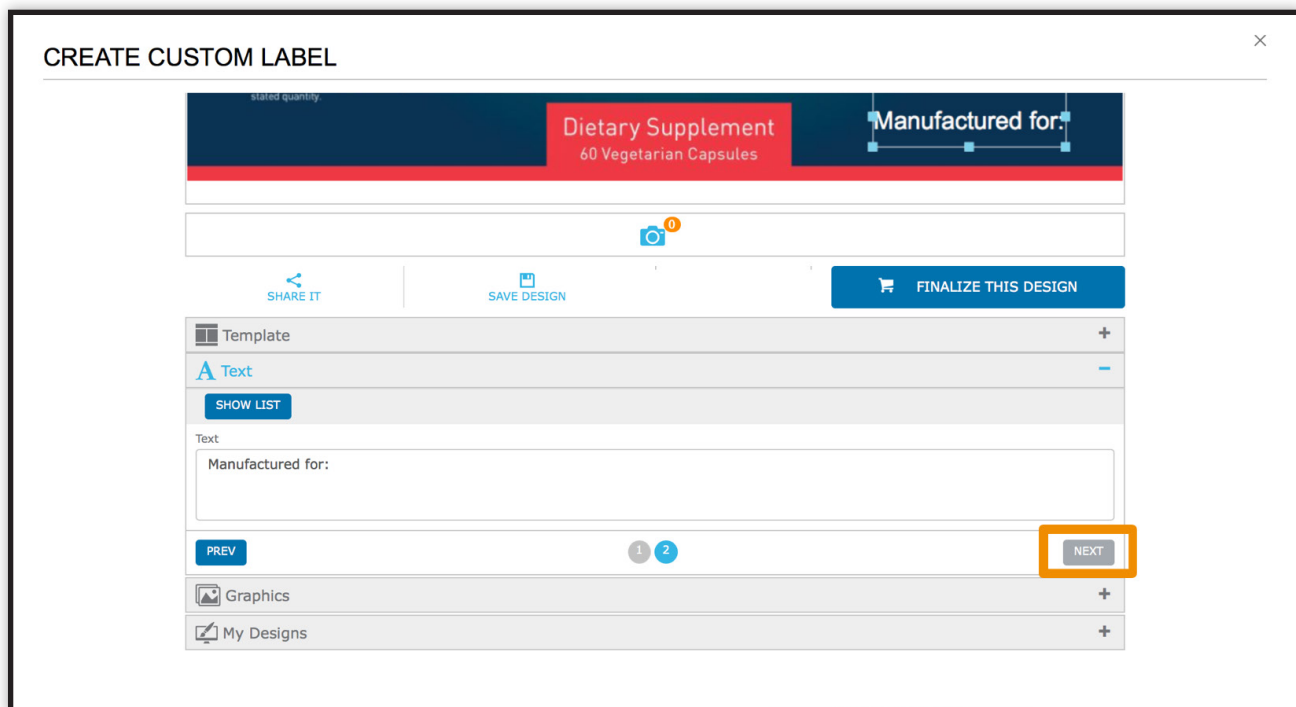
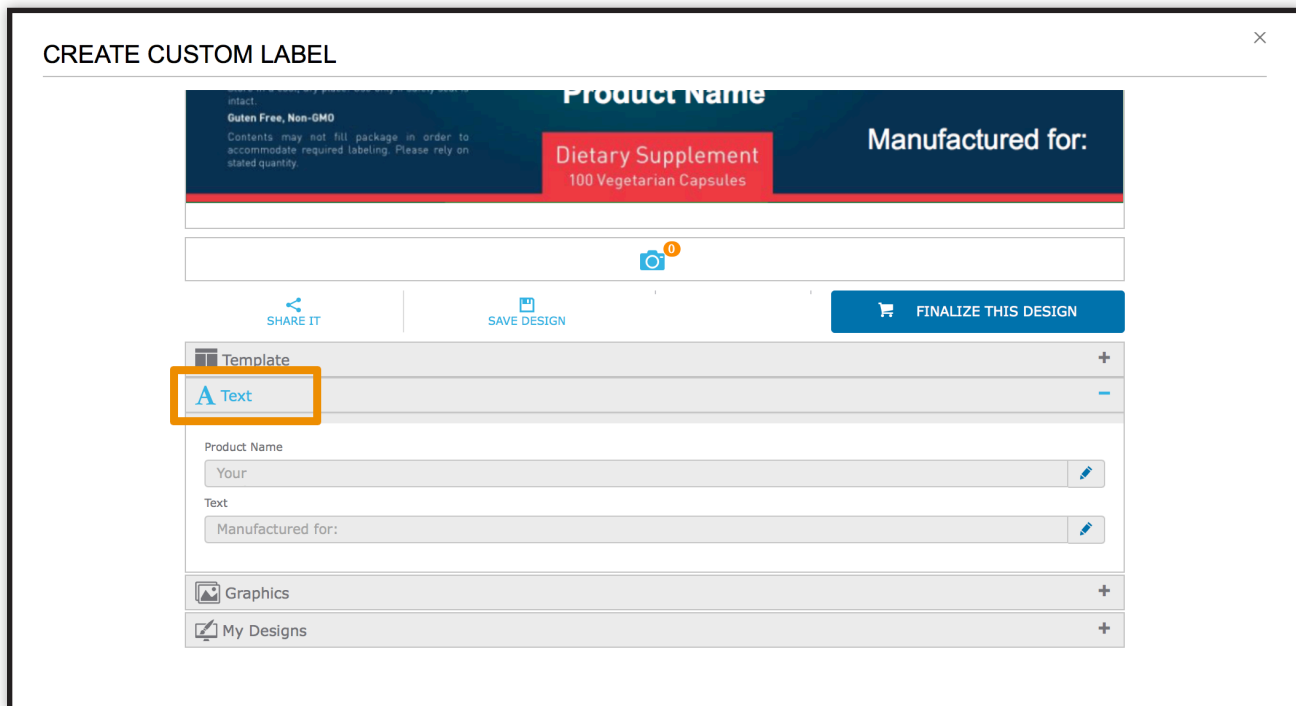
4. Under **TEMPLATE**, browse our full template gallery and select a template.



### Template examples



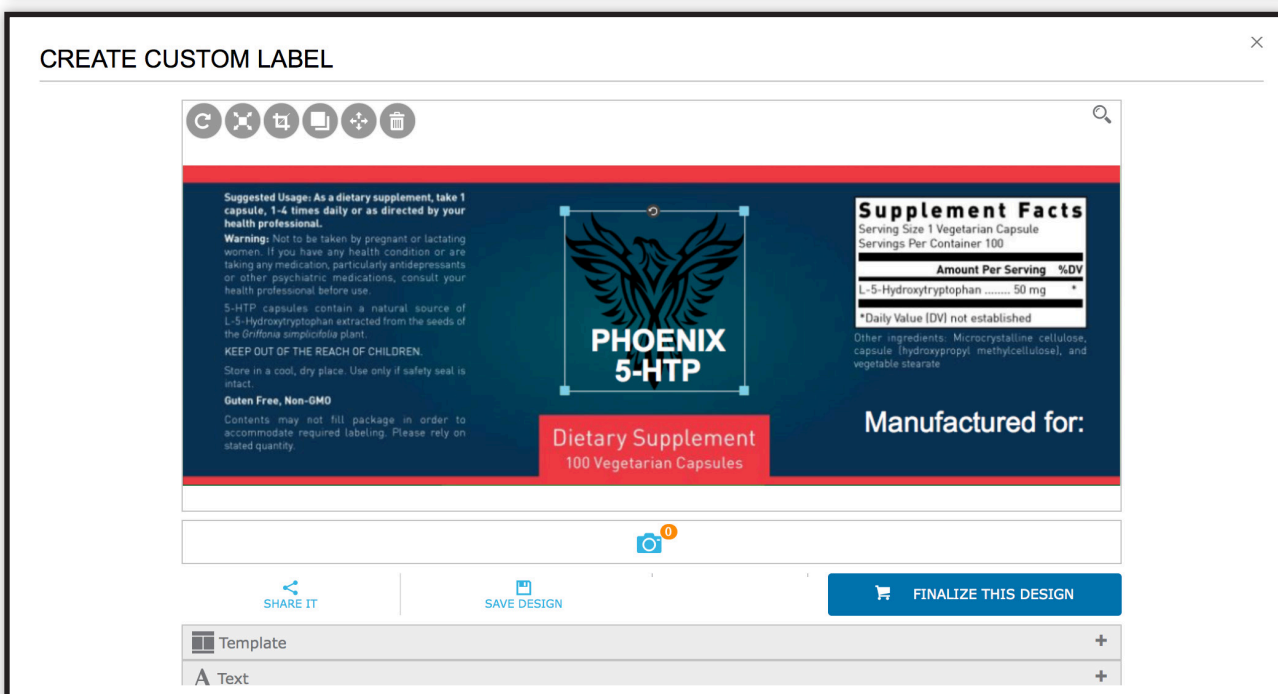
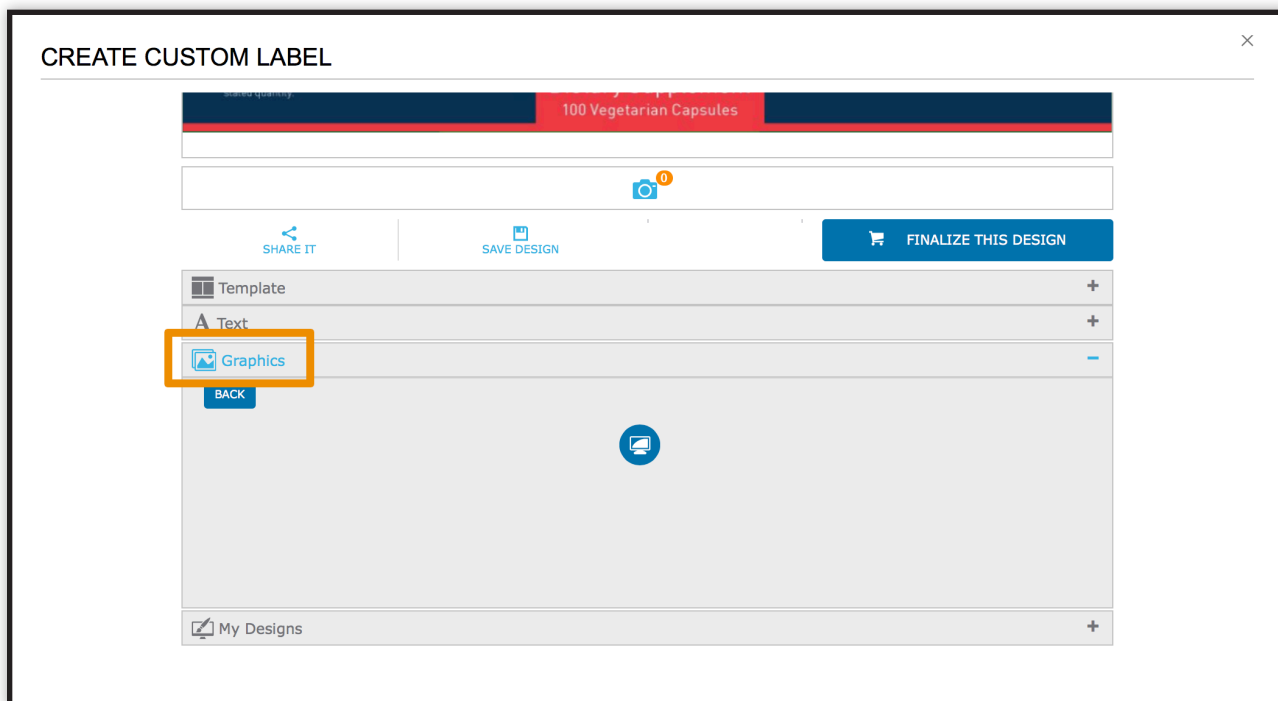
5. Click the **TEXT** dropdown to create your product name. Choose a font, color and alignment, and when complete, click **NEXT**. Add in your company name, address and phone number under “Manufactured For.”  
Note: Not all fonts have bold/italic options, so choose accordingly.



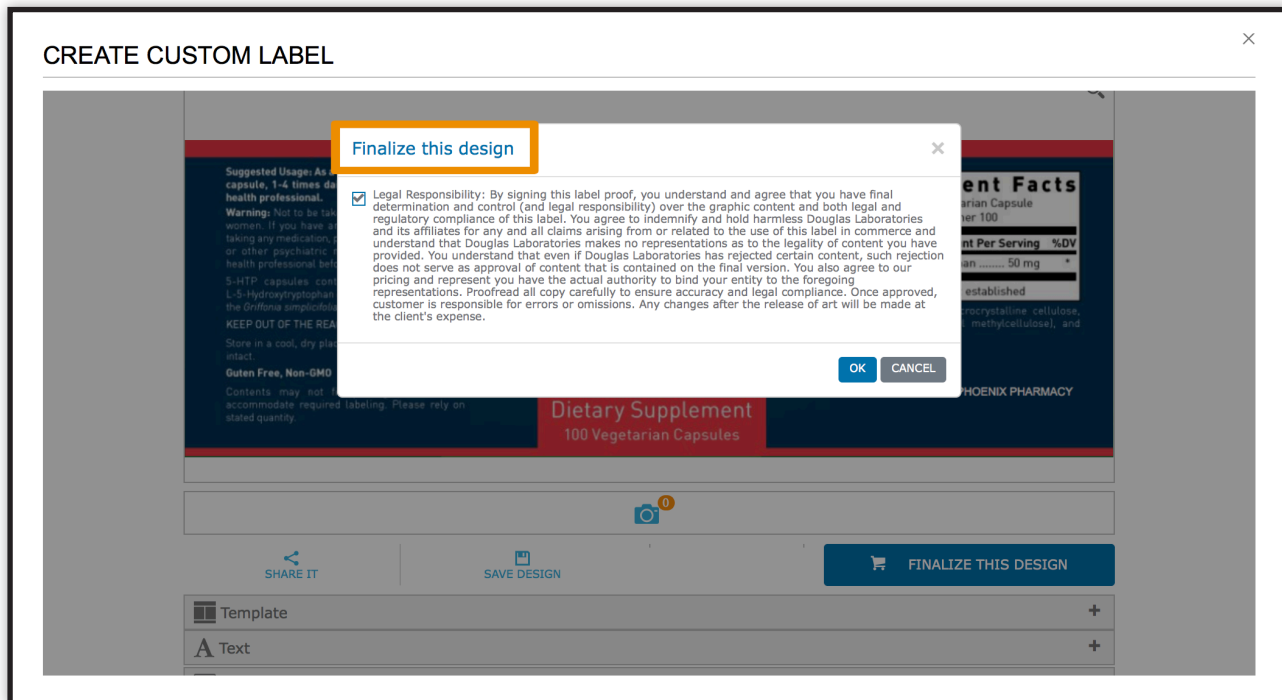
6. Click the **GRAPHICS** dropdown to upload your company logo or select previously uploaded artwork. Here you will be able to resize and reposition the artwork by clicking and dragging the anchors surrounding the art.

Acceptable artwork file formats include:

- Adobe Acrobat (.pdf) (recommended)
- Adobe Illustrator (.ai) (recommended)
- Adobe Photoshop (.psd) (recommended)
- TIFF Image (.tif, .tiff)



7. When you have completed your customized label, click **FINALIZE THIS DESIGN**. You will then be prompted to agree to terms in order to proceed to checkout. Once you agree, your private label order will be added to your cart.



For further questions, please email [privatelabels@douglaslabs.com](mailto:privatelabels@douglaslabs.com) or call 800.245.4440.