



Leigh Mardon

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# Library Label Order Form for

## 14 Digit Bar Codes

Standard Library Label – Leigh Mardon Electrophotographic label



FAX: 03 9553 1740 or

Email : [bar.code@leighmardon.com.au](mailto:bar.code@leighmardon.com.au)

INSTITUTE NAME :

ADDRESS :

POST CODE

CONTACT NAME :

TELEPHONE : ( ) FAX ( )

PURCHASE ORDER NO : DATE

### BAR CODE LABEL DETAILS

LABEL HEADER .....

*UPPER CASE / Title Case (Please circle one)*

SCHOOL/ SITE NUMBER .....

#### ***Please provide an example of your existing labels:***

If you are changing the system you work with and need your labels to stay the same as previous, please let us know. We need to know details such as how many characters – letter & numbers or whether you have a check digit etc. If you are unsure, please contact us to discuss your requirement.



#### LABEL NUMBER RANGE

**ITEM LABELS** - One leading numeric (3), four digit site ID, eight numbers,

e.g.: 3 1234 00000001 to 3 1234 00005000  
..... to .....

**BORROWER LABELS** - One leading numeric (2), four digit site ID, eight numerics

e.g.: 2 1234 00000001 to 2 1234 00002500  
..... to .....

TOTAL NUMBER OF LABELS ..... **(Minimum 2500)**

VALUE OF ORDER .....

