



Leigh Mardon

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# Library Label Order Form for 12 Digit Metamarc System

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 character (+ or 1), four digit site number, six numerics

e.g.: + 1234 000001 to + 1234 007500  
..... to .....

**BORROWER LABELS** - One leading character (- or 9), four digit site number, six numerics

e.g.: - 1234 000001 to - 1234 001500  
..... to .....

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

VALUE OF ORDER .....



Note: The leading character for the Metamarc system may vary from those shown above

Please allow approximately two weeks for delivery. Any enquiries relating to this order or any other matters, please contact us at 03 9556 8111 or 1800 338 101