



By Dynamic Imaging Solutions Inc.

## BC Libraries Bar Code Label Order Form

Indicate Agreement Code - BC 2022 on any purchase order  
Agreement Pricing Valid: January 1<sup>st</sup>, 2022 to December 31<sup>st</sup>, 2022

Date:

\_\_\_\_\_

Library Name & Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bill to Address if different than above:

\_\_\_\_\_  
\_\_\_\_\_

Contact Name, Phone # and Email Address:

\_\_\_\_\_  
\_\_\_\_\_

Order Reference or Purchase Order #:

\_\_\_\_\_

### Order Check List and Guide

1. What is the required bar code type or symbology?

Codabar     Code 3 of 9     Unknown or other – sample supplied

2. What is the required start number? For new customers, please make sure there will be no duplication of numbers with your current inventory. For our existing customers, we manage and verify the numbering ranges from previous orders in order to avoid any duplication problems.

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3. What is the total number of characters in the bar code?

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4. What are the start and stop characters (Codabar only)? We can determine this if you provide a clear faxed or scanned sample.

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5. Is there a check digit?

Yes. Standard Mod 10       No       Unknown – sample supplied

If this is not a standard check digit, please supply the check digit algorithm or call us for help.

6. Are there any special requirements or formatting (ie. Spaces or special characters in the eye-readable number)? Please note: we will follow the eye-readable format of any sample supplied OR use the following formatting for the eye-readable number unless instructed otherwise: X XXXX XXXXXXXX X

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7. Please indicate the library name to appear on the label (if any). Please print it exactly as you wish it to appear on the label, including upper and lower case letters. If you do not want a name, please leave it blank. Maximum number of characters is 35.

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8. What label item type do you require? Please use the order form on the following pages as reference and fill it in with the required quantity or ask for assistance if you are unsure what you require.
9. **For new customers, please supply a sample of a current bar code label.** We can generally determine all the necessary information with a clear sample. A scanned and emailed sample of a full sheet of bar codes is preferable but a fax or photocopy of ideally 3 sample bar codes is also usually fine as long as they are as clear as possible.

Affix your bar code sample(s) here or send a separate sheet

10. Do you require a PDF proof?

No       Yes

We are happy to provide a PDF proof of the bar codes prior to production for testing upon request. Please indicate that a proof is required on this order form OR any purchase order. The proof should be printed on a decent laser printer and then scanned and tested for

compatibility with the library automation system and to ensure no number duplication problems.

11. Please fax your completed form to **905 362-0171** or email the order instructions to our Customer Service Specialist, Kiki Peynado at [orders@libraryprint.com](mailto:orders@libraryprint.com). We can also be reached at our toll-free number **1 800-268-6563** if you have any questions.


**Standard Single, 2.1" X 5/8"- Square Corners, Digitally Printed, Sheeted Product  
60 Labels per Sheet  
Prices are per Thousand Labels**

Item #	Sold in lots	Min. Order	Price	Quantity of pkgs. required	Sample Image
M001S1	1000	1 pkg @ 1000	\$36.00		

**Standard Pairs, 2.1" X 5/8"- Square Corners, Digitally Printed, Sheeted Product  
60 Labels per Sheet / 30 Label Pairs per Sheet  
Prices are per Thousand Label Pairs**

Item #	Sold in lots	Min. Order	Price	Quantity of pkgs. required	Sample Image
M001S2	1000	1 pkg @ 1000	\$72.00		

**2-Part Human Read Label Sets (Doubles) 2" x 5/8" plus 2" x 1/4" - Square Corners,  
Digitally Printed, Sheeted Product  
40 Label Sets per Sheet  
Prices are per Thousand Label Sets**

Item #	Sold in lots	Min. Order	Price	Quantity of pkgs. required	Sample Image
M002S1	1000	1 pkg @ 1000	\$53.00		

\*Shipping charges will apply – shipping via UPS ground service unless otherwise instructed.