

HEMTECH

Labeling Order Instruction Sheet (Order Form)

Please fill out completely and fax it back to 718-815-9565.

1. Please provide the type and model name of the media you need to label.
_____ (Example: MAMMOTH, 8mm/170m)

2. Tape library information

Make: _____ (Example: Exabyte, ATL, StorageTek, Compaq)

Model: _____

3. How many cartridges do you wish to label? (Minimum 200 labels for discount pricing)

4. Do you want the label to have a barcode? _____ YES _____

5. Sequence numbers: Beginning number _____ Ending number _____

**As confirmation, how many digits do you want on your labels? _____

6. By what increment do you wish the sequence to advance? _____

**Note: The sequence can advance by any increment, but 1, 2, 5, 10 and 100 are the most commonly used.

7. Please describe the color scheme or design you wish the labels to have.

(Example: All 0's to be blue or first three characters to be yellow, last three characters to be red)

8. Do the barcodes require "checksum"? Yes _____ or No _____

** Checksum is a function of the drive, which, when active, will "add" the total sum represented by the barcode and check for accuracy.

Please send one sample barcode label to our Business Manager at:

Hemtech Labeling Solutions

103 Margareta Court

Staten Island, NY 10314

Or fax it to 718-815-9565

Accuracy is our hallmark. A physical sample assures you of the highest-quality barcode label that matches your needs and is only required on your first label order. A digital photo or xerox copy of your label would suffice for this sample.

PLEASE FILL OUT COMPLETELY AND ACCURATELY

Company Name: _____

Contact Name: _____

Tel/e-mail: _____

End-user Info : Technical Contact (who use library systems)

Location Name: _____

Contact Name: _____

Tel/e-mail _____