

CONTAINER LABEL REQUIREMENTS

This document defines the minimum requirements for labels on containers received at any Chief Enterprises, Inc. location.

Size and Construction:

Label is 3" x 1" on silver / white paper with adhesive back typical; other types must be approved. Approximate metric equivalent acceptable. Label layout with 6 fields as shown in the example.

Text and Printing:

All text, barcodes, and graphics printed in black. Minimum sizes are defined for specific fields. All human-readable text in CAPS, with exceptions allowed for clarity (example: M10x25 instead of M10X25).

Barcodes:

Code 39 or Code 128 for barcodes. Other formats must be submitted for approval. Minimum height 1/2". Minimum quiet zone (left & right of barcodes) 1/4". Minimum clear space top & bottom 1/16". No data-identifying characters allowed (such as 'Q' for Quantity).

Specific Field Requirements:

PART NUMBER	Use Chief Enterprises' Part Number Human-readable minimum height 1/4" Barcode placed below, human-readable
DESCRIPTION	Human-readable minimum height 1/4"
QUANTITY	Human-readable minimum height 1/4" Barcode placed below, human-readable Separators such as commas or periods are not allowed
ORDER	Use Chief Enterprises' Purchase Order Number Human-readable minimum height 1/4" Barcode placed below, human-readable
SUPPLIER	Human-readable minimum height 1/8"
SHIP DATE	Human-readable minimum height 1/8" Day, month, year must be unambiguous 4-digit year is preferred, but not required

Allowed

01AUG08
AUGUST 1, 2008
01-AUGUST-2008

Not Allowed

01/08/08
08/01/08
2008-08-01

Field Labels:

Minimum height 1/16".

Example:

PART NUMBER		1234567890	
			
DESCRIPTION			
SCREW, M10x25			
QUANTITY	5000	ORDER	CX023
			
SUPPLIER		SHIP DATE	
ABC COMPANY		01-AUG-2008	