

## **Barcode Order Form**

To place an order for barcode labels, please complete this page in its entirety. Additionally, complete a page for each type of barcode, such as patron, library or media, textbook, asset or asset location, being ordered.

Please include business and alternate telephone numbers should additional information be required to complete your order. In order to plan, please know that it will take three to four weeks, from order to delivery, for you to receive the labels.

## Bill To:

District or Institution Name:		Customer Number:
Purchase Order Number (Required if using a Purchase Ord	ler):	
Contact Name:	Alternate Co	ontact Name:
Contact's Email Address:	Alternate's I	Email Address:
Business Telephone:	Fax:	Alternate Telephone:
Address:		
City:	State/Province:	ZIP/Postal Code:
☐ Check here if this is a new address	□Check here if this i	s a new contact name
Ship Order To:		
District or Institution Name:		Customer Number:
Attention:	Email Address:	
Installation Site Name (if different from Ship To):		
Address:		
City:	State/Province:	ZIP/Postal Code:
☐ Check here if this is a new address	☐ Check here if this	is a new contact name

## Please attach this order form to your purchase order and send to:

Follett Software Company - Attention: Order Fulfillment 1391 Corporate Drive McHenry, IL 60050-7041

Or fax to (800) 807-3623 (outside the US, Canada and Bermuda fax to (815) 344-8774)

Patron Barcode Labels: For more information abo	ut barcodes, visit <u>www.fo</u>	<i>llettsoftware.com</i> .		
Choose one of the following label types:	US\$/4000	CANE/4000	CUEET	DOL I
□Polythermal barcode labels – black & white		CAN\$/1000 \$85.00		
□Polythermal barcode labels – color				
Please indicate color: □Lemon Yellow □Cyan □Magenta	□Red □Shamrock	Green □Rova	ıl Rlue	
□Laser printed barcode labels with protectors – Sheets C		_		N/A
□Laser printed barcode labels only – Sheets Only				
Follett Software recommends polythermal Designed to be long lasting, polythe	labels for their durability a	and one-step appli		
Designed to be long fasting, polyting	ermanabels do not requir	e label protectors.		
Note: Shipping, based on weight, and applicable t an additional 7% of your total order to cover				
Inscription (Displays in UPPER CASE):	*********	******	******	******
			<del></del>	
Note: You may use up to 30 characters, including punct	uation and spaces, for your	inscription.		
☐ Check here if this is a new inscription.				
Barcode symbology? Circle one: Code 3 of 9/Code				
**Note: Follett Classic patron barcodes contain seven example below.	or fewer visible characters v	vith a type identifier o	of "P" as see	n in the
Number range: Beginning # En	nding #	Total Quantity_		-
What is your type indicator for patrons? (1 cha	aracter)			
Note: P – is the type indicator for a patron Follett Clas 2 – is the recommended type indicator for a 14-				
For a non-Follett Classic barcode, 8 to 14-charac	ters in length, the foll	owing informati	on is req	uired.
What is the total length of your barcode, including ch	eck digit, if applicable?			
Is a check digit included? Circle one: Yes	No			
If yes, what check digit calculation is used? Ci	rcle one: Mod 10	Mod 43		
	rere one. Inoa 10	WOU 45		
If a location code is used, what is it?		WOU 45		
If a location code is used, what is it?  Note: A location code of up to 5 characters is optional a			ted institutio	n.
	nd can be used to represent		ted institutio	n.
Note: A location code of up to 5 characters is optional a	nd can be used to represent  EXAMPLE	the patron's associa	ted institutio	n.
Note: A location code of up to 5 characters is optional a	nd can be used to represent  EXAMPLE	the patron's associa  (not actual size)  Item number	ted institutio	n.
Note: A location code of up to 5 characters is optional a  Follett HS #119  P 1234567	nd can be used to represent  EXAMPLE    I   I   I   I   I	the patron's associate (not actual size)  Item number  The patron's associate (not actual size)  Item number	eck digit	
Note: A location code of up to 5 characters is optional a  Follett HS #119  P 1234567  Sample 7-digit Follett Classic Patron Barcode	nd can be used to represent  EXAMPLE    I   I   I   I   I	the patron's associate (not actual size)  Item number  The patron's associate (not actual size)  Item number	eck digit	

Choose one of the following label types:  U\$\$/1000 CAN\$/1000 SHEET ROLI  □Polythermal barcode labels – black & white	
□Polythermal barcode labels – black & white	
·	
□Lemon Yellow □Cyan □Magenta □Red □Shamrock Green □Royal Blue	
□Laser printed barcode labels with protectors – Sheets Only\$80.00\$90.00	
□Laser printed barcode labels only – Sheets Only	
Follett Software recommends polythermal labels for their durability and one-step application.	
Designed to be long lasting, polythermal labels do not require label protectors.  Note: Shipping, based on weight, and applicable taxes will be added to your invoice. Please estimate at least	
an additional 7% of your total order to cover shipping. Prices are subject to change without notice.	****
Inscription (Displays in UPPER CASE):	
Note: You may use up to 30 characters, including punctuation and spaces, for your inscription.	
☐ Check here if this is a new inscription.	
Barcode symbology? Circle one: Code 3 of 9/Code 39 Follett Classic** Codabar Interleaved 2 of 5	
**Note: Follett Classic library barcodes contain seven or fewer visible characters with a type identifier of "T" as seen in the example below.	
Number range: Beginning # Ending #Total Quantity	
Note: Do not duplicate any ranges given to Follett Library Resources or other book vendors.  Follett Software Company is not responsible for duplicates due to ranges provided to more than one vendor	r.
What is your type indicator for library or media items? (1 character)	
Note: T – is the type indicator for a library or media Follett Classic barcode. 3 – is the recommended type indicator for a library or media 14-character barcode.	
For a non-Follett Classic barcode, 8 to 14-characters in length, the following information is required.	
What is the total length of your barcode, including check digit, if applicable?	
Is a check digit included? Circle one: Yes No	
If yes, what check digit calculation is used? Circle one: Mod 10 Mod 43	
If a location code is used, what is it?	
Note: A location code of up to 5 characters is optional and can be used to represent the institution housing the item.	
Follett HS #119 Title EXAMPLE (not actual size)	
3 1 2 3 4 0 0 0 5 1 2 1 1 4	
T 1234567  Type indicator  Type indicator	

Signature (Required):

	ook Barc																				
Choos	se one of the	e follow	ing l	abel	types	s:					ı	US\$/	1000		CAN	<b>\\$/10</b>	00	SHI	EET	ROLL	-
□Poly	thermal bard	ode lab	els –	blacl	( & w	hite						\$70	.00			.\$85.	00		□		
-	thermal bard Please indic			color	`							\$80	).00			.\$95.	00				
	□Lemon Ye	ellow		Cyan	1	□Mag	enta		□Re	ed		Sham	rock G	reen		□R	oyal	Blue			
□Lase	er printed ba	code la	bels v	with p	oroted	ctors –	She	ets (	Only			\$80	.00			90.0	0	[	٦	N/A	
□Lase	er printed ba	code la	bels o	only -	- She	ets Or	ıly					\$40	.00			\$45.0	00		□	N/A	
	Foll	ett Soft Des											oility ar					ition.			
*****	Note: S ar ******																				
Inscrip	otion (Displ	ays in l	JPPE	R CA	(SE):																
	Note: You m	ay use u	p to 30	) cha	racter	s, inclu	ding	punc	tuatior	and s	расе	es, for	your ir	script	ion.						
_		eck here			new in	scription	on.	_		5.04							• 4.4.				
Barco	de symbolo	gy? C	rcie	one:				C	ode 3	Of 9/0	Sod	e 39		FOII	ett C	lass	IC**				
below.	: Follett Clas Textbook Ma k Follett Class	nager do	es no	t sup	oort lib	orary F	ollett	Clas	sic ("T'	') barc	odes	. Circ	culation	Plus	and	Librar	у Ма	nager			
Numb	er range: E	Beginni	ng #_					_ E	nding	#				_Tota	ıl Qı	ıantii	ty				
	Note: Do n																		one '	vendor.	
What i	is your type	indica	tor fo	r tex	tboo	ks? _		(1	chara	cter)											
	Note: X – i 4 – i	s the typ										er ba	rcode.								
For a	non-Follet	t Class	sic ba	arco	de, 8	to 14	I-ch	arac	cters	in le	ngtł	n, the	e folic	wing	g in	form	atio	n is	requ	ıired.	
What i	is the total l	ength o	of the	baro	ode	includ	ling	che	ck dig	it, if a	appl	icabl	le?								
Is a ch	neck digit in	cluded	? Cir	cle c	ne:		Yes		٨	lo											
	If yes, what	check	digit	calc	ulatio	on is u	ısed	? C	ircle d	one:		Mod	10	M	od 4	13					
If a loc	cation code	is used	l, wha	at is	it? _																
		.4l l			_	out th	e dis	trict,	a loca	ation o	ode		4								
	Note: For te	XtDOOKS	share	ed th	rough	out th						is no	i recor	nmen	ded.	ı					
		LETT H															size)				
													EXAM				size)				
		LETT H	<b>S #119</b>	<b>TEX</b>	твос	K	ode			Type ir		or		PLE	(not a		er	4 Check	k digit		

Signature (Required):

Asset Barcode Labels: For more information about barcodes	s, visit <u>www.folletts</u>	oftware.com.		
Choose one of the following label types:	1104//000			
□Polythermal barcode labels – black & white	•	<b>CAN\$/1000</b> \$85.00		
□Polythermal barcode labels – color				
Please indicate color:				
□Lemon Yellow □Cyan □Magenta □Red		•		
□ Laser printed barcode labels with protectors – Sheets Only				
□Laser printed barcode labels only – Sheets Only				N/A
Follett Software recommends polythermal labels for Designed to be long lasting, polythermal labe			cation.	
		·		
Note: Shipping, based on weight, and applicable taxes will be an additional 7% of your total order to cover shipping. F	rices are subject to	change without n		
*Inscription (Displays in UPPER CASE):	******	********	*****	******
Note: You may use up to 30 characters, including punctuation and	spaces, for your inso	cription.		
☐ Check here if this is a new inscription.	-p, ,			
Barcode symbology? Circle one: Code 3 of 9/Code 39				
Number range: Beginning # Ending #_		Total Quantity	1	
What is your type indicator for assets? (1 character)		-		
Note: The one character type indicator provides a way to distingu	ish between asset ba	arcodes and those	e for location	ns or patrons.
What is the total length of the barcode including check digit, if	applicable?			
Is a check digit included? Circle one: Yes No				
If yes, what check digit calculation is used? Circle one:	Mod 10	Mod 43		
If a location code is used, what is it?				
Note: For assets shared throughout the district, a location code is r	ot recommended.			
EXAMPLE (not	actual size)			
3 1234 000	0 12 11 4			
Type indicator   Item Location code	n number Check	digit		
Please double-check the information you have provided on this	s page to verify it	s accuracy and	l sign belo	ow.
Signature (Required):				

Asset Manager Location Barcode Labels: For more info	ormation about b	arcodes, visit <u>w</u>	ww.folletts	oftware.com
Asset Manager location barcodes simplify tracking items t	hrough both ci	rculation and in	ventory o	ptions.
Choose one of the following label types:	US\$/1000	CAN\$/1000	SHEET	ROLL
□Polythermal barcode labels – black & white	-	•		
□Polythermal barcode labels – color	\$80.00	\$95.00		
Please indicate color:				
□Lemon Yellow □Cyan □Magenta □Red		_		NI/A
□ Laser printed barcode labels with protectors – Sheets Only				
□Laser printed barcode labels only – Sheets Only	\$40.00	\$45.00	⊔	N/A
Follett Software recommends polythermal labels for	•			
Designed to be long lasting, polythermal label	·			
Note: Shipping, based on weight, and applicable taxes will be an additional 7% of your total order to cover shipping. P	added to your inv rices are subject t	oice. Please estir o change without i	nate at leas notice.	t
*Inscription (Displays in UPPER CASE):	********	*******	***********	******
	<del></del>			
Note: You may use up to 30 characters, including punctuation and s	spaces, for your in	scription.		
☐ Check here if this is a new inscription.				
Barcode symbology? Circle one: Code 3 of 9/Code 39				
Number range: Beginning # Ending #		Total Quantit	у	
What is your type indicator for an asset location? (1 cha	racter)			
Note: The one character type indicator distinguishes asset location	n barcodes from th	nose for assets or	patrons.	
What is the total length of the barcode including check digit, if	applicable?			
Is a check digit included? Circle one: Yes No				
If yes, what check digit calculation is used? Circle one:	Mod 10	Mod 43		
If a location code is used, what is it?				
Note: A location code of up to 5 characters is optional and can be u	sed to represent t	he location's institu	ution.	
EXAMPLE (not	actual size)			
3 1 2 3 4 0 0 0	0 1 2 1 1 4			
Type indicator   Item Location code	number Ch	eck digit		
Please double-check the information you have provided on this	page to verify	its accuracy an	d sign be	low.
Signature (Required):				