



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 Order):			
Contact Name:		Alternate Contact Name:	
Contact's Email Address:		Alternate's Email Address:	
Business Telephone:	Fax:	Alternate Telephone:	
Address:			
City:	State/Province:	ZIP/Postal Code:	
<input type="checkbox"/> Check here if this is a new address		<input type="checkbox"/> Check here if this is 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:	
<input type="checkbox"/> Check here if this is a new address		<input type="checkbox"/> 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)

Library or Media Item Barcode Labels: For more information about barcodes, visit www.follettsoftware.com.

Choose one of the following label types:

	US\$/1000	CAN\$/1000	SHEET	ROLL
<input type="checkbox"/> Polythermal barcode labels – black & white.....	\$70.00	\$85.00	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Polythermal barcode labels – color.....	\$80.00	\$95.00	<input type="checkbox"/>	<input type="checkbox"/>
Please indicate color:				
<input type="checkbox"/> Lemon Yellow	<input type="checkbox"/> Cyan	<input type="checkbox"/> Magenta	<input type="checkbox"/> Red	<input type="checkbox"/> Shamrock Green
<input type="checkbox"/> Royal Blue				
<input type="checkbox"/> Laser printed barcode labels with protectors – Sheets Only.....	\$80.00	\$90.00	<input type="checkbox"/>	N/A
<input type="checkbox"/> Laser printed barcode labels only – Sheets Only.....	\$40.00	\$45.00	<input type="checkbox"/>	N/A

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.

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.

<p>Follett HS #119 Title</p>  <p>T 1234567</p> <p>Sample 7-digit Follett Classic title barcode</p>	<p>EXAMPLE (not actual size)</p>  <p>Type indicator Location code Item number Check digit</p>
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Please double-check the information you have provided on this page to verify its accuracy and sign below.

Signature (Required): _____

Asset Barcode Labels: For more information about barcodes, visit www.follettsoftware.com.

Choose one of the following label types:

	US\$/1000	CAN\$/1000	SHEET	ROLL
<input type="checkbox"/> Polythermal barcode labels – black & white.....	\$70.00	\$85.00	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Polythermal barcode labels – color.....	\$80.00	\$95.00	<input type="checkbox"/>	<input type="checkbox"/>
Please indicate color:				
<input type="checkbox"/> Lemon Yellow	<input type="checkbox"/> Cyan	<input type="checkbox"/> Magenta	<input type="checkbox"/> Red	<input type="checkbox"/> Shamrock Green
<input type="checkbox"/> Royal Blue				
<input type="checkbox"/> Laser printed barcode labels with protectors – Sheets Only.....	\$80.00	\$90.00	<input type="checkbox"/>	N/A
<input type="checkbox"/> Laser printed barcode labels only – Sheets Only.....	\$40.00	\$45.00	<input type="checkbox"/>	N/A

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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**

Number range: Beginning # _____ Ending # _____ Total Quantity _____

What is your type indicator for assets? _____ (1 character)

Note: The one character type indicator provides a way to distinguish between asset barcodes and those for locations or patrons.

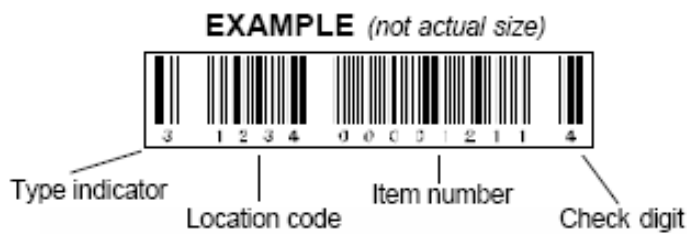
What is the total length of the barcode including check digit, if applicable? _____

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 not recommended.



Please double-check the information you have provided on this page to verify its accuracy and sign below.

Signature (Required): _____

Asset Manager Location Barcode Labels: For more information about barcodes, visit www.follettsoftware.com.

Asset Manager location barcodes simplify tracking items through both circulation and inventory options.

Choose one of the following label types:

	US\$/1000	CAN\$/1000	SHEET	ROLL
<input type="checkbox"/> Polythermal barcode labels – black & white.....	\$70.00.....	\$85.00.....	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Polythermal barcode labels – color.....	\$80.00.....	\$95.00.....	<input type="checkbox"/>	<input type="checkbox"/>
Please indicate color:				
<input type="checkbox"/> Lemon Yellow <input type="checkbox"/> Cyan <input type="checkbox"/> Magenta <input type="checkbox"/> Red <input type="checkbox"/> Shamrock Green <input type="checkbox"/> Royal Blue				
<input type="checkbox"/> Laser printed barcode labels with protectors – Sheets Only.....	\$80.00.....	\$90.00.....	<input type="checkbox"/>	N/A
<input type="checkbox"/> Laser printed barcode labels only – Sheets Only.....	\$40.00.....	\$45.00.....	<input type="checkbox"/>	N/A

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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

Number range: Beginning # _____ Ending # _____ Total Quantity _____

What is your type indicator for an asset location? _____ (1 character)

Note: The one character type indicator distinguishes asset location barcodes from those for assets or patrons.

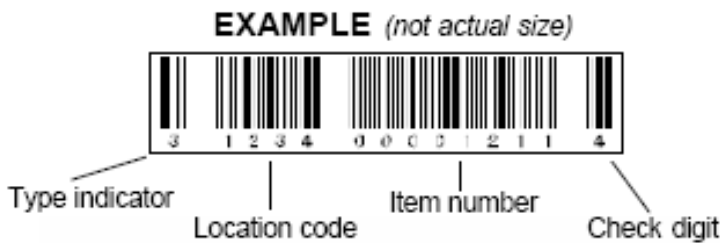
What is the total length of the barcode including check digit, if applicable? _____

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 used to represent the location's institution.



Please double-check the information you have provided on this page to verify its accuracy and sign below.

Signature (Required): _____