

• BAR CODING • PROCESSING

This form MUST accompany your purchase order in order to receive any bar coding services

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SHIP TO:
School or Library _____

Contact Person _____
Address _____
City _____
State _____ Zip _____
Telephone (____) _____

All processing is shipped under separate cover; delivery within 2-4 weeks

PROCESSED BOOKS ARE NOT RETURNABLE IF PROCESSED ACCORDING TO YOUR INSTRUCTIONS UNLESS DEFECTIVE OR DAMAGED IN SHIPMENT.

SCHOOL NAME (for bar code labels and/or book pocket labels (to 30 letters and spaces))

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CATALOG CARD KITS

- Kits and Processing are not available for videos or CD's*
- Please send me quantity required:
- Data disk (minimum setup fee) = \$15 \$_____ Please add 15¢ per record. \$_____
 - Bar Code label unattached = 10¢ each \$_____
 - Bar Code label attached with protector = 40¢ each* \$_____
 - Extra bar code labels per book at 10¢ each. \$_____
 - Spine labels only 10¢ ea. \$_____
 - Spine labels attached with protector 40¢ ea. \$_____
 - AR Label set 25¢ ea. \$_____
 - Lexile Spine 10¢ ea. \$_____
 - Date Due Slips 20¢ ea. \$_____
 - Date Due Card 20¢ ea. \$_____
 - Transparent spine label and/or bar code label protectors 10¢ ea. \$_____
 - Book Pockets 20¢ ea. \$_____
 - Label sets (Spine label & Pocket label) 25¢ ea. \$_____
 - RFID Tag - Theft Protection Tag \$1.99 ea. Current Tags available - Checkpoint ILS, ITG's & 3M's \$_____
 - Catalog Cards Only (1 main entry, 2 shelf lists, subject cards, title cards, added entries) 75¢ ea. \$_____
 - Main Entry Cards 15¢ ea. \$_____
 - Shelf list cards 15¢ ea. \$_____

TOTAL PROCESSING CHARGES \$_____

SHIPPING & HANDLING-8% \$_____

UPS Shipping \$6.00 minimum

TOTAL \$_____

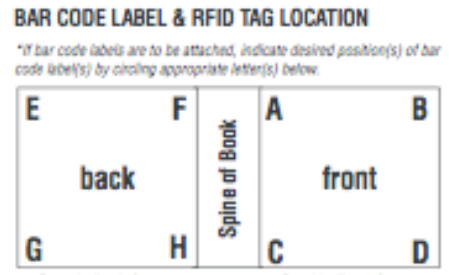
DATA DISK

- WHAT SOFTWARE SYSTEM ARE YOU USING? _____ **Version** _____
- ALEXANDRIA DYNIX MOLLI
 FOLLETT (CIRC PLUS) Please note up-date WINNEBAGO
- Phone # of this software system (_____) _____
(Records are usable by any system capable of transferring MicroLIFF or USMARC records from 5-1/4" or 3-1/2" double density disks)
- Type of computer? IBM or IBM Compatible Macintosh
- What size disk? 3-1/2" CD-Rom
 Web Download - E-mail _____
- What data format? 91 USMARC (852) USMARC (949 holdings field)
- What disk density? HD high density DD double density

BAR CODE LABEL INFORMATION

- Complete starting bar code number** _____
- Bar code Label Symbology:
 3 of 9 2 of 5 Codabar 3 of 9 T-space
 3 of 9 MOD10 3 of 9 MOD43

BAR CODING SHELF READY PROCESSING



- Clear bar code label protectors to be applied to all attached bar code labels? Yes No
- Please specify position of bar code label:
 Horizontally (perpendicular to spine of book)
 Vertically (parallel to spine of book, reading up)
 Vertically (parallel to spine of book, reading down)

SHELF READY PROCESSING

- SPINE LABEL LOCATION**
- 1 inch from bottom of spine
 - Other _____
- BOOK POCKET LOCATION**
- If card kit is to be attached, please indicate location:*
- Inside front cover
 - Inside back cover
 - Front flyleaf
 - Back flyleaf
- If no position is checked, we will place pocket on back flyleaf.*

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