

Computer-Generated Labels Design Guide

SAMPLE

1 2 3 4 5 6 7 8 9 0

PURCHASE ORDER # (Required)

COMPANY NAME ABC Filing Company CONTACT Joe Smith
 ADDRESS 55 South Avenue
 CITY Akron STATE Ohio ZIP 44301
 PHONE 330 773 8971 FAX 330 773 7402 E-MAIL jsmith@abcfiling.com

LABEL DESIGN GUIDE

A Label Design Guide must be submitted with your computer data. Use a copy of this form to create your label sample. *We will match your sample precisely.* Define color-coding on the front and back of the label by specifying the appropriate label series and year band. Show text in upper or lower case, numeric text, punctuation, bar code symbol and matching numbers associated with the bar code if shown, etc. **Please send actual samples for the color series to American Filing Solutions, Attn: Rudy Blasich.**

DEFINING FIELDS TO BE CODED

The fields should be in the same sequence as [and correspond to] the data provided. Please define each field as Field 1, Field 2, Field 3, Field 4, etc.

Use the space below to explain in detail how to code each field:

| DATABASE SAMPLE | | | |
|-----------------|---------|---------|---------|
| FIELD 1 | FIELD 2 | FIELD 3 | FIELD 4 |
| 272-47-5848 | Smith | Barbara | A. |
| 321-66-3378 | Donzell | David | L. |
| 622-59-8645 | Myers | Joseph | M. |

DATABASE FIELD # MAX. CHARACTERS

| DATABASE FIELD # | MAX. CHARACTERS | LABEL STYLE | DESCRIBE FIELD INFORMATION AND ASSOCIATED LABELING |
|------------------|-----------------|-------------|---|
| 1 | n/a | Jeter 7700 | 3-Band Numeric: Last 3 digits of Social Security No. |
| 1 | n/a | n/a | Bar Code: Social Security No. on back with eye readable no. |
| 1 | 11 | n/a | Numeric: Show full Social Security Number |
| 2 | 20 | n/a | Text: Person's last name, upper and lower case; comma after |
| 2 | n/a | Jeter 7700 | Alpha Twist: First letter of last name |
| 3 | 15 | n/a | Text: First name shown in upper and lower case |
| 4 | 2 | n/a | Text: Middle initial in upper case; period after initial |

LABEL SIZE, STOCK AND MYLAR

Card Stock: Size 1⁵/₈"w x 8"h. NOTE: Labels must be attached at Jeter factory.

Pressure-Sensitive Label Stock. NOTE: All pressure-sensitive labels are 1¹/₂"w x 8"h.

Laminate: Matte Finish Mylar Glossy Finish Mylar

LABEL PLACEMENT ON FOLDERS

Please submit a sample folder that shows precise label placement. Note: This Label Design Guide shows placement on the bottom dot/tick mark of a Jeter Super Coder folder.

NUMBER OF RECORDS: 12,075

Please be careful when specifying the number of records involved. If quantities differ, it may cause an increase in price and your job to be delayed.

DATA SEQUENCE

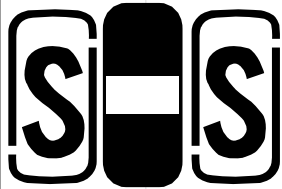
All labels will be printed and shipped in the exact order the data is submitted.

BAR CODE SYMBOLOGY

CODE 39. If not matching a current system, we generate CODE 39.

OTHER, CODE _____. Provide if matching bar codes with a current tracking system.

EYE-READABLE BAR CODE. Please check this box if number is displayed with the bar code.



272-47-5848
Smith Barbara A.



272-47-5848

272-47-5848

Smith Barbara A.



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ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ E-MAIL _____

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|------------------|-----------------|-------------|--|
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