



## 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 4" x 6". 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

UNITED STATES | 545 W. Lake St. | Elmhurst, IL 60126 | 800.831.7294

MEXICO | Nicolas Gogol # 11332 - A | Complejo Industrial Chihuahua | Chihuahua, Chih. 31109 | 011.52.614.481.1210

[www.chiefent.com](http://www.chiefent.com)



Parts Specialist. Solutions Driven.

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	ABC COMPANY		SHIP DATE
			01-AUG-2008

UNITED STATES | 545 W. Lake St. | Elmhurst, IL 60126 | 800.831.7294

MEXICO | Nicolas Gogol # 11332 - A | Complejo Industrial Chihuahua | Chihuahua, Chih. 31109 | 011.52.614.481.1210

[www.chiefent.com](http://www.chiefent.com)