

# Computype Order Form

## LIBRARY SOLUTIONS

Please email the completed form to: **CustomerService@Computype.com** for prompt processing.

**\* Asterisk indicates a required field.**

### PO Information

\* If you are sending a PO, please send this form and your purchase order at the same time

**\* PO NUMBER:** \_\_\_\_\_

**ORDER DATE:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**CONTACT EMAIL:** \_\_\_\_\_

**CUSTOMER ID:** \_\_\_\_\_

### \*Payment Terms

**INVOICE** (net payment due in 30 days upon receipt)

**CREDIT CARD** (we will call you for your credit card info)

NOTE: Card number must be provided at time of order, will be charged at time of shipment

**CREDIT CARD CONTACT:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

### Shipping Information

**\* SHIP TO:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ATTN:** \_\_\_\_\_

**SHIP METHOD:** UPS Ground (freight will be prepaid and added to the invoice)

### Definitions:

#### LABEL TYPES:



Single

Double

Twin

**PREFIX:** The first five digits of your barcode. The first digit of the prefix is the product code and the next four are your institution code

**CHECK DIGIT:** The final character of the barcode. It is not part of the barcode sequence, but rather a device used to detect errors within the sequence.

### Item #1:

**LABEL TYPE:** -- **PART:** \_\_\_\_\_ **\* QUANTITY:** \_\_\_\_\_

**\* PREFIX:** \_\_\_\_\_ **\* SEQUENCE START #:** \_\_\_\_\_

**TEXT IMPRINT:** \_\_\_\_\_ **COLOR STRIPE:** White (default)

If additional items are needed, please see page 2

### Comments:

#### WE'D LOVE TO HEAR FROM YOU.

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St. Paul, MN 55113-2567

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Email: customerservice@computype.com  
Phone: 800-328-0852 | 651-633-0633  
computype.com

Item #2:

**LABEL TYPE:** --                    **PART:** \_\_\_\_\_ **\* QUANTITY:** \_\_\_\_\_  
**\* PREFIX:** \_\_\_\_\_ **\* SEQUENCE START #:** \_\_\_\_\_  
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Item #3:

**LABEL TYPE:** --                    **PART:** \_\_\_\_\_ **\* QUANTITY:** \_\_\_\_\_  
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Item #4:

**LABEL TYPE:** --                    **PART:** \_\_\_\_\_ **\* QUANTITY:** \_\_\_\_\_  
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Item #5:

**LABEL TYPE:** --                    **PART:** \_\_\_\_\_ **\* QUANTITY:** \_\_\_\_\_  
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Item #6:

**LABEL TYPE:** --                    **PART:** \_\_\_\_\_ **\* QUANTITY:** \_\_\_\_\_  
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Item #7:

**LABEL TYPE:** --                    **PART:** \_\_\_\_\_ **\* QUANTITY:** \_\_\_\_\_  
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Item #8:

**LABEL TYPE:** --                    **PART:** \_\_\_\_\_ **\* QUANTITY:** \_\_\_\_\_  
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Item #9:

**LABEL TYPE:** --                    **PART:** \_\_\_\_\_ **\* QUANTITY:** \_\_\_\_\_  
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Item #10:

**LABEL TYPE:** --                    **PART:** \_\_\_\_\_ **\* QUANTITY:** \_\_\_\_\_  
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Item #11:

**LABEL TYPE:** --                    **PART:** \_\_\_\_\_ **\* QUANTITY:** \_\_\_\_\_  
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Item #12:

**LABEL TYPE:** --                    **PART:** \_\_\_\_\_ **\* QUANTITY:** \_\_\_\_\_  
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Item #13:

**LABEL TYPE:** --                    **PART:** \_\_\_\_\_ **\* QUANTITY:** \_\_\_\_\_  
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Item #14:

**LABEL TYPE:** --                    **PART:** \_\_\_\_\_ **\* QUANTITY:** \_\_\_\_\_  
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Item #15:

**LABEL TYPE:** --                    **PART:** \_\_\_\_\_ **\* QUANTITY:** \_\_\_\_\_  
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Item #16:

**LABEL TYPE:** --                    **PART:** \_\_\_\_\_ **\* QUANTITY:** \_\_\_\_\_  
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Item #17:

**LABEL TYPE:** --                    **PART:** \_\_\_\_\_ **\* QUANTITY:** \_\_\_\_\_  
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Item #18:

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Item #19:

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Item #20:

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Item #21:

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Item #22:

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Item #23:

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Item #24:

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Item #25:

**LABEL TYPE:** --                    **PART:** \_\_\_\_\_ **\* QUANTITY:** \_\_\_\_\_  
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**TEXT IMPRINT:** \_\_\_\_\_ **COLOR STRIPE:** White (default)