

GBS NETLABELS SET-UP SHEET

Fax 800-444-9427
www.netlabels.com

LATERAL LABEL

Customer _____ Date _____

Dealer _____

Sales Rep. _____

GBS Order No. _____

NetLabels Version	
<input type="checkbox"/> Internet Version	
<input type="checkbox"/> Desktop Version	
<input type="checkbox"/> Command Line	

Dealer / Salesman's E-Mail Address:

RGB VALUES

(please print)

Customer's E-Mail Address:

(please print)

**Send samples of data file to:
netlabels@gbscorp.com**

Barcode Type	
<input type="checkbox"/> 3 of 9	<input type="checkbox"/> Code 128

<input type="checkbox"/> Database	<input type="checkbox"/> Manual Entry
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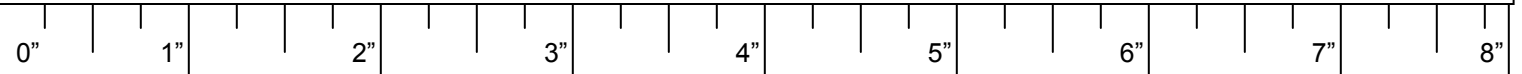
Self-Adhesive Labels

- 8960 (1-1/2 X 8) 6up Ink Jet
- 8961 (1-1/4 X 8) 7up Ink Jet
- 8962 (1-1/2 X 8) 6up Laser
- 8964 (2-5/16 X 8) 4up Ink Jet
- 8965 (1-1/2 X 8) 1up Ink Jet
- 8966 (1-1/2 X 8) 1000 per roll
- 8967 (1-1/2 X 8) 6up
- 8968 4 x 4 Label
- 8942 (1-1/4 x 3-5/8)

- GBS Sys. 1
- ACME
- AMES
- BARKLEY
- COLRTAB
- JETER
- SMEAD
- TAB
- KARDEX
- OTHER

NAME LABEL

DRAWER STYLE LABEL



0"		
1"		
2"		
3"		
4"		
5"		
6"		
7"		
8"		

GBS NetLabels Set-up Sheet Instructions **(Please type or print all information)**

1. Be sure to fill out the basic information, including **CUSTOMER NAME, YOUR DEALERSHIP, YOUR NAME, YOUR PURCHASE ORDER NUMBER AND DATE.**
(Upper left hand corner of page)
2. Make sure to include **YOUR E-MAIL ADDRESS** and the **E-MAIL ADDRESS OF THE PERSON WHO WILL USE THE NETLABEL SYSTEM.** (This is important because we will e-mail user instructions, user ID and password to you **AND** the end user when the label set-up is complete and ready)
(These e-mail addresses are also shown at the upper left-hand side of the sheet)
3. **Sketch the label in the space provided, or attach an existing label sample.**
(This is the 8" x 1.5" outline area, for either a side tab or top tab label style)
4. **Check the box** to indicate the **NetLabels Version** to be used. If you will be using NetLabels with NetFileManager (or a similar software) you will need the Command Line version.
(This is the shaded box at the top of the sheet.)
5. If the label is using a **Barcode**, **check the box** to indicate which **type** of barcode.
(This is the shaded box on the left side of the sheet.)
6. Check **the box** next to **Database** (if you have a data file) or **Manual Entry** (if you will be typing directly into NetLabels). Make sure the **client sends a sample of the data** that they will be using to netlabels@gbscorp.com. **It is critical to have this information. Your label cannot be set-up without a text file of the customer's actual data.**
(This is the second shaded box on the left side of the sheet.)
7. Be sure to **check the box next to the label stock you will be using.** Your label will be set-up to match the label size that you order.
(These are shown in the middle of the left side of the sheet)
8. **Check the box next to the color match you require.** If you are replacing a system where the client has previously hand wrapped individual labels, send in samples of all characters A-Z or 0-9 and samples of any other labels the client may be using. This enables us to set up the colors within NetLabels to match the customer's existing color-coding.
(The middle of the sheet is where colors are to be designated)
9. **If your client wishes to choose random or their own color-coding**, have them print out the color swatches from the NetLabel website and fill in the "RGB" Values Section" of the sheet. To do so, go to www.netlabels.com and click on the button "Color Swatches". Nine pages of thousands of colors will print so that colors can be chosen. Next to each swatch of color is an "RGB" number that tells us the exact color required for each color code used by the customer.
10. **When you have completed these steps**, be sure to include the design sheet along with your purchase order and any samples and **send to GBS Filing Solutions, PO Box 308, Malvern, OH 44644, Attn: Tech Services**