

# GBS NETLABELS X-RAY SET-UP SHEET

LATERAL LABEL

Fax 800-444-9427  
www.netlabels.com

Customer \_\_\_\_\_ Date \_\_\_\_\_

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

Sales Rep. \_\_\_\_\_ Color Mapping \_\_\_\_\_

GBS Order No. \_\_\_\_\_ RGB VALUES

**Dealer / Salesman's E-Mail Address:**

\_\_\_\_\_ (please print)

**Customer's E-Mail Address:**

\_\_\_\_\_ (please print)

Other Directions: \_\_\_\_\_

<input type="checkbox"/> 3 of 9	<input type="checkbox"/> Code 128
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<input type="checkbox"/> Database <small>See back #4</small>	<input type="checkbox"/> Manual Entry
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Self-Adhesive Labels

8963 (1-7/8 X 10) 4up Ink Jet

Numeric	Alpha
0	A
1	B
2	C
3	D
4	E
5	F
6	G
7	H
8	I
9	J
	K
	L
	M
	Mc
	N
	O
	P
	Q
	R
	S
	T
	U
	V
	W
	X
	Y
	Z

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

0"			
1"			
2"			
3"			
4"			
5"			
6"			
7"			
8"			
9"			
10"			

## 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.**  
(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. Make sure the **client sends a sample of the data** that they will be using to [netlabels@gbscorp.com](mailto: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 OR**  
**If the label data is not in a computer system and will be typed in from scratch via keyboard, please determine if the customer is comfortable using Microsoft Excel for data entry OR**  
**If the customer has some label data in a database, but will also need to enter new data via keyboard, send a sample data file via e-mail to Tech Services.**
5. 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)
6. **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)
7. **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](http://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.
8. **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**