

U.S. GOVERNMENT PRINTING OFFICE
Washington, D.C.

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Bar Coded Labels

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of State

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **October 1, 2013** and ending **September 30, 2014** plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, D.C. time, on **September 23, 2013**

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, 732 North Capitol Street, NW, Mailstop: PPSB, Room C-161, Attn: Bid Section, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001.

PLEASE NOTE: These specifications have been revised. Bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Central>

For information of a technical nature call **David Love** (202) 512-0310 (No collect calls).

SECTION 1 - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes – Level IV.
- (b) Finishing (item related) Attributes – Level IV.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests – General Inspection Level I.
- (b) Destructive Tests – Special Inspection Level S-2.
- (c) Exceptions:

1) The Bar Code must function properly when processed through an Analog and/or Digital Barcode scanning device. An order shall be rejected when its OCR print read rate is below 98% on the first pass through the specified reading equipment.

2) Labels must function properly when dispensed on a LH-31 Grip-A-Tab Label dispenser.

3) ISO 15416/ANSI X3.182 - Guideline for Bar Code Quality, and ANSI/AIM x5-2 USS-39 shall apply to these specifications. The revisions of these standards which are effective as of the date of this contract are those which shall apply.

ANSI Standards may be obtained from the American National Standards Institute, www.ansi.org.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Average Type Dimension

Controls on Numbers: Contractor will be provided a start number for each location at the beginning of the contract. It shall be the contractor's responsibility to record, track, sequentially number each label, and ensure that there are no missing or duplicate numbers during the term of the contract (this shall apply to barcode numbers, as well as human readable numbers).

Inspection Responsibility: The contractor is responsible for performance of all inspection requirements deemed necessary to assure that supplies conform to the prescribed requirements.

Supplier Certification: The supplier shall certify with each carton that the labels contained therein are correct in count, numbering, printing, die cutting, and packaging.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed **five (5) years** as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the **October 1, 2013 to September 30, 2014**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **June 30, 2013**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

POST-AWARD CONFERENCE: In order to insure that the contractor fully understands the total requirements of the job as indicated in these specifications, Government representatives reserve the right to conduct a conference with the contractor's representatives at the GPO, Washington, D.C., immediately after award.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "print order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **October 1, 2013** to **September 30, 2014**, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued", for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

SECTION 2 - SPECIFICATIONS

SCOPE: These specifications cover the production of pressure sensitive (self-sticking) bar code labels requiring such operations as: thermal transfer printing, construction, die-cutting, packing, product identification, and delivery.

TITLE: Bar Code Labels.

NUMBER OF ORDERS: Approximately 30 to 40 orders per year.

QUANTITY: Approximately 40,000 to 1,500,000 labels per order with an occasional order for up to 4,000,000 labels. Labels are to be delivered on rolls. Quantities ordered must be exact.

Site Locations	Approx. annual requirement by site:
Newark, DE 19711	10,000,000
Torrance, CA 90501	2,000,000
Atlanta, GA 30303	200,000 or less
Aurora, CO 80014	
Boston, MA 02222	
Buffalo, NY 14203	
Charleston, SC 29405	
Chicago, IL 60604	
Dallas, TX 75242	
Detroit, MI 48226	
El Paso, TX 79901	
Honolulu, HI 96850	
Hot Springs, AR 71913	
Houston, TX 77002	
Los Angeles, CA 90024	
Miami, FL 33130	
Minneapolis, MN 55401	
New Orleans, LA 70130	
New York, NY 10014	
Philadelphia, PA 19106	
Portsmouth, NH 03801	
San Diego, CA 92101	
San Francisco, CA	
Seattle, WA 98174	
St. Albans, VT 05478	
Stamford, CT 06902	
Tucson, AZ 85710	
Washington, DC 20036	
Washington, DC 20036	

TRIM SIZE: 2-5/8 x 3/4"

GOVERNMENT TO FURNISH: Print Order listing addresses and quantities. Start numbers will be provided at the beginning of the term of the contract for each office/location.

Exhibit 1: Barcode

Exhibit 2: Roll Winding

Exhibit 3: Barcode Packaging

GPO Form 905 - Reproduction proof, (R.6/03) with labeling and marking specifications

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint line, form number, and revision date, carried on electronic files or camera copy, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

PRIOR TO PRODUCTION SAMPLES: Prior to Production samples will be required for the first print order only. The sample requirement for this contract is one (1) roll, printed with eye readable numbers and bar coded from 123456789 through 123458788. Each sample shall be printed and constructed as specified and must be of the size, kind, and quality that the contractor will furnish. Samples will be inspected and tested and must comply with the specifications as to construction, kind, and quality of materials.

All samples will be tested for construction and conformance of materials. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO Program, Jacket and Print Order number. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within 2 workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government at its option may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with article 12 "Notice of Compliance With Schedules" of contract clauses in GPO Contract Terms (Pub. 310.2, effective December 1, 1987 (Rev. 6-01)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

PROOFS: None required.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011.

Government Paper Specification Standards No. 12 - http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf

White litho coated label paper, Thermal Transfer Film with Permanent Adhesive, basis weight: 50 to 60 lbs. per 500 sheets 25 x 38"

PRINTING AND NUMBERING: Each label prints a number and a barcode in black and contains margins (quiet zone) (See Exhibit 1: Barcode). Thermal transfer printing required. Printing is to be centered horizontally in the label. The bar code height is 1/2" and the length is not to exceed 2". Numbers are 1/8" high in OCR-B type style font. The start/stop code shall be the asterisk character (*) in bar code form, but not printed on the label in (human interpretation) readable form.

There may be no missing bar code numbers. Bar codes use the Uniform Symbology Specification – code 39 (new standard) bar code system, for noncontact reading, in accordance with ANSI x3.182 and ANSI/AIM x5-2. The bar code must be positioned in accordance with Federal Standards 123. To insure against duplicate or missing numbers, contractor shall verify and confirm the correct starting number for each order placed with the contact person listed on the print order, via facsimile or electronic mail. Contractor must not print prior to receiving an "OK TO PRINT".

DENSITY: Medium density (5.5 characters per inch).

REFLECTIVITY: Shall exceed 80% (in lieu of the 70% specified in the Standard).

READ RATE: First read rate of 98% or better.

VOIDS AND SPOTS: Zero defects.

EDGE ROUGHNESS: Not to exceed 0.5 mils

AGING: No reduction in readability after one week at 150 degrees F and 85% relative humidity.

ABRASION: Withstand 75 cycles based on the Tabor Abrasion test or equivalent (using CS-10 abrasive wheels and %00 gram load). No reduction in scannability should occur.

Contractor must verify accuracy of the barcoding. The barcoding must be easily readable by an Analog and/or Digital Barcode scanning device. The contractor must maintain the quality and accuracy of the barcodes throughout the entire run.

CONSTRUCTION: Coat the entire back of each label with a permanent type, long life pressure sensitive adhesive and mount centered on a suitable 2-5/8" wide continuous backing sheet with 1/8" space between labels vertically. Die-cut labels to 2-1/2 x 3/4" with rounded corners and with all waste removed; do not penetrate backing sheet. Deliver on rolls of 2,000 labels, wound on a suitable core, having a 3" inside diameter opening; printing to the inside, foot with the low number off the roll first (See Exhibit 2: Roll Winding). The label roll shall have no less than a 3 foot unlabeled starting strip carrier (continuous backing strip). The end of the roll shall have no less than a 3 foot unlabeled strip carrier (continuous backing strip). Wind direction is 6. Total thickness of label, adhesive and backing sheet carrier is approximately 12.0 mils. Label will be dispensed on a LH-31 Grip-A-Tab Label dispenser. Label will be used on wood pulp-based paper and shall adhere to paper and remain for a minimum of 5 years.

Minimum shelf life for rolls or labels is 2 years.

Adhesive must be resistant to ultra-violet radiation, heat, and humidity in storage environment of 0 degrees F to 120 degrees F where relative humidity ranges from 5 to 95 percent may be expected to occur. Seal Strength – Testing with finger at 72 degrees F room temperature after label has cured for 72 hours on paper, will tear fibers of wood pulp paper.

PACKING: Shrink-film wrap each roll. Each roll must be labeled with the sequence range of that roll. Pack 20 rolls per shipping container.

Rolls must be enclosed within box in order (by sequence).

Each roll must be labeled 1 of 20, 2 of 20, 3 of 20, etc. (1 being the lowest sequence, 20 being the highest)

Each box must be labeled 1 of X, 2 of X, 3 of X, etc. (1 being the lowest sequence, X being the highest).
(See Exhibit 3 - Barcode Packaging).

LABELING AND MARKING: Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers. Each shipping container label must include the number of rolls in the container, the sequence enclosed within the container, Agency Name, Address and how many boxes are included in the shipment to that destination.

DISTRIBUTION: Deliver f.o.b. destination to approximately 28 nationwide addresses. Delivery of 1 up to 28 addresses will be required on each print order. Inside delivery to room/suite number indicated will be required.

All shipments must be done by “traceable means”. No freight services as this is a **controlled item** and must be traceable at all times.

SECURITY/WARNING: The contractor shall take all necessary precaution to insure against loss of labels or other reproducibles at any time prior to delivery by him/her to a transportation agent or delivery destination. Proper control and handling must be maintained at all times to prevent labels or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

SHIPPING DOCUMENTATION:

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to Karen Wheeler [Mail to: Karen.Wheeler@cgifederal.com]. The subject line of the email shall be “Distribution Notice for Program 136-S, Print Order XXXXX, Jacket Number XXX-XXX.” The notice must provide all applicable tracking numbers, delivery method, and title of publication.

PAYMENTS ON PURCHASE ORDER:

Processing vouchers for payment, FAX the completed invoice to us by utilizing the GPO barcode cover sheet program application. Access the following hyperlink and follow the instructions as indicated:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Facsimile transmission should only be used when no samples are required with your invoice, otherwise payment will be held up while the invoice is returned to you for the required sample(s).

If mailed, all voucher packages and envelopes **MUST** be mailed to: COMPTROLLER-FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, DC 20401

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

No definite schedule can be predetermined. Multiple print orders may be placed in a single day.

Print Order may be picked up from CGI, Attn: Karen Wheeler, 30 Centre Road, Unit 10, Somersworth, NH 03878 or at contractor’s option print order may be faxed.

Prior to Production samples shall be submitted to: CGI, Attn: Karen Wheeler, 30 Centre Road, Unit 10, Somersworth, NH 03878. Packaging of the prior to production test roll should be representative of what the actual agency orders will look like.

The following schedule begins the workday after notification of the availability of print order; the workday after notification will be the first workday of the schedule

Submit prior to production samples soon as the contractor deems necessary in order to comply with the shipping schedule.

Contractor must complete production and distribution of each order within 5 weeks after receipt of "OK TO PRINT".

The ship/deliver date indicated on the print order is the date products ordered must be delivered.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Shared Support Services Compliance Section via e-mail to compliance@gpo.gov or by calling (202) 512-0520 or faxing to (202) 512-1364. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or transfer any inquiries.

SECTION 3 – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

I. 1

II. (1) (2)

30 12,840

III. 321

SECTION 4 – SCHEDULE OF PRICES

Bids offered are f.o.b. destination to approximately 28 nationwide destinations.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided.

Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

Fractional parts of 1,000 will be prorated at the per 1,000 rate.

I. PRIOR TO PRODUCTION SAMPLES: Price offered shall be all-inclusive for producing prior to production samples in accordance with these specifications and must include the cost of all required materials, operations, and delivery of samples.

Prior to Production Samples per roll \$ _____

II. PRINTING AND CONSTRUCTION: Prices offered shall be all-inclusive for printing and construction in accordance with these specifications and must include the cost of all required materials and operation (reproducibles, printing, construction, die-cutting, and shrink-film wrapping) necessary for the complete production of the product listed as defined in Section 2.-Specifications.

NOTE: Contractor will be allowed only one (1) makeready charge under line item II. (a)(1) per print order placed.

<u>Makeready</u> <u>and/or Setup</u>	<u>Running</u> <u>Per 1,000 Labels</u>
(1)	(2)

Label printing in one ink color..... per order \$ _____ \$ _____

III. PACKING AND DISTRIBUTION: Prices offered must be all-inclusive, as applicable, and must include the cost of all shipping containers, all necessary packing materials, labeling or marking, generating and affixing address labels, in accordance with these specifications.

Packing and sealing shipping containers per container \$ _____

(Initials)

INSTRUCTIONS FOR BID SUBMISSION: Fill out “SECTION 4.-SCHEDULE OF PRICES,” initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the “SCHEDULE OF PRICES” with two copies of the GPO Form 910 “BID” form. Do not enter bid prices on GPO Form 910; prices entered in the “SCHEDULE OF PRICES” will prevail.

Bidder _____

(City - State)

By _____

(Signature and title of person authorized to sign this bid)

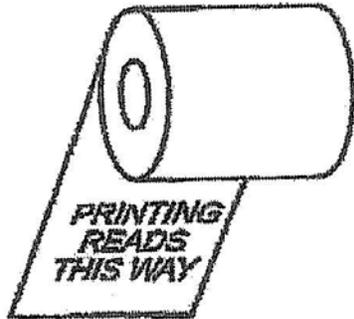
(Person to be contacted)

(Telephone Number)

Exhibit 1



Exhibit 2



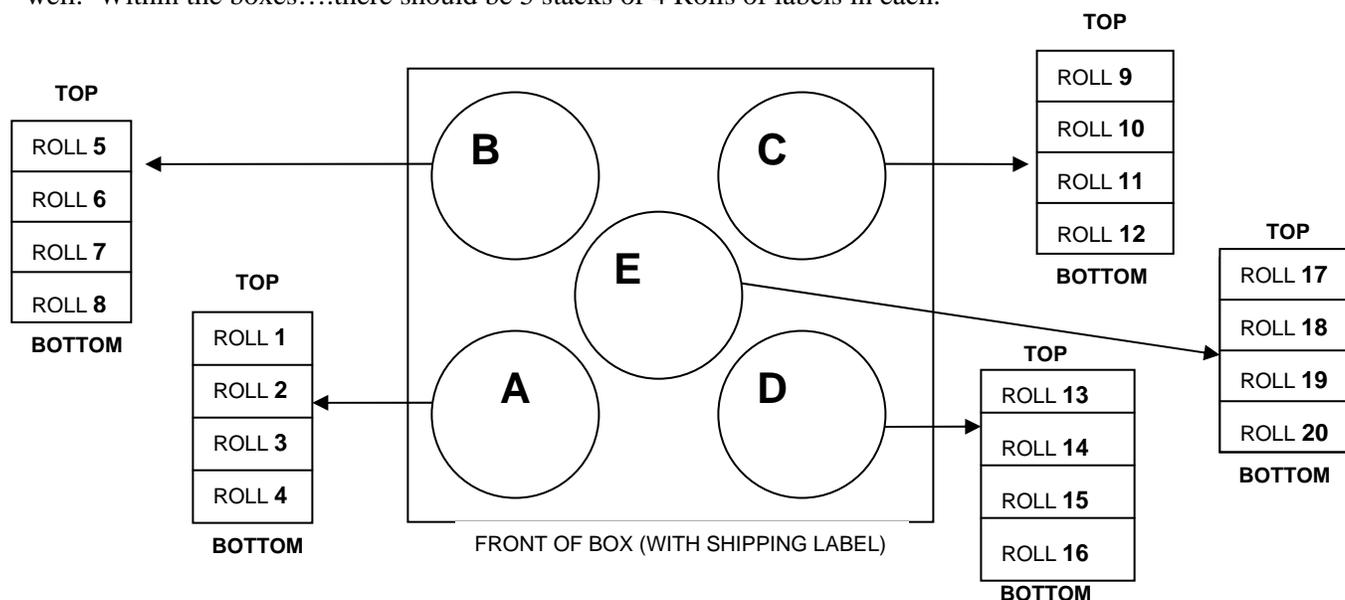
← lowest number

Exhibit 3

SHIP FROM: CGI 30 Centre Road, Unit 10 Somersworth, NH 03878	
DEPT: Department of State	SEQUENCE NUMBER: 750240001 - 750280000
TITLE: VERMONT PASSPORT AGENCY BARCODE LABELS	
	SHIP TO: VERMONT PASSPORT AGENCY ATTN: MANDY SURPRENANT 50 SOUTH MAIN STREET, SUITE 101 ST. ALBANS, VT 05478
QUANTITY PER CONTAINER: 40,000 LABELS (20 Rolls of 2000)	

LABEL ABOVE SHOULD BE PLACED ON THE OUTSIDE OF EVERY BOX. THE COLUMN TO THE LEFT WILL NOT CHANGE – THE COLUMN TO THE RIGHT WILL. Sequence number should be the 40,000 labels within that particular box. Box 1 of 2 could be 2 of 8, etc. Each sequence is assigned to a passport agency.....that agency should be in the title (this will be clearly marked on the Print Orders). Shipping address will also be clearly marked on the print orders.

Shipping Boxes should be – 12”w x 12”d x 11”h (OR BEST FIT). Boxes should be heavy duty and should travel well. Within the boxes....there should be 5 stacks of 4 Rolls of labels in each.



Each roll must be shrink-wrapped and labeled with sequence of that roll and marked roll 1 of 20, 2 of 20, 3 of 20 etc. Roll 1 for the box example above would be 106922001 – 106924000, etc.