



GUIDE TO LABELS



GUIDE TO LABELS OVERVIEW

Welcome to the R.E.P.S. (Rimco, Educating People, Creating Synergy) Training - Guide to Labels. We have one set of standard labels for our family of companies. This standard helps to keep everyone organized and on the same page and minimize confusion. As you continue your career here at Rimco Inc. you will become more familiar with all of the labels that we have in our facilities. The point of this guide is so that ***when you see a label – you immediately know how to react.***

By the time you finish this Guide to Labels you should have a complete understanding of not only the labels themselves, but understand how each of these labels are used throughout the companies. If at any point, while reading this guide, you come to a point where you are not clear on something please ask a lead. It is a core philosophy here at Rimco Inc. that we “teach and learn and learn and teach”. We are all here for each other and want you to be successful during your career here. Let’s get started!

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3.35" x 2.3" CARDS

The ITD4446 "Small Wall Hanger Card" is used to house the label cards listed below or attach labels to peg board.

ORDER CARD

ORDER CARD		AREA
PART#:		
VENDOR:		
DESCRIPTION:		
Qty:	PO:	
ETA:		

Used to request an external order of product.

KANBAN CARD

KANBAN CARD	
PN:	
QTY:	
DESC:	
NOTES:	

Used to trigger production of internal products for a kanban.

NOTES CARD

NOTES	
Vendor P.N.:	
Freight Pol:	
Pkg Qty:	
Lead Time:	
Notes:	

Used to give vendor information or special instruction for order cards (Placed on backside of order card).

EXTRA STOCK CARD

EXTRA STOCK	PULL FIRST
WHERE EXTRA STOCK IS STORED	
QUANTITY AT OTHER LOCATION	

Used to indicate there is extra stock that needs to be pulled first.

LABEL BEING MADE CARD

LABEL BEING MADE	
Desc:	
By:	
Date:	
Label ETA	Lead time 5 days

Used to indicate that a label is being made. Card should be hung in place of the label until it arrives.

VIDEO IN USE CARD

IWS Video Dept. In Use Card		
Item:		Qty:
Date Taken:	Return ETA:	
Contact:		

Used to signify that the video department has borrowed the item. Or that an item belonging to the video department has been checked out and its ETA.

ORDER CARD

Used to request an **EXTERNAL** order of product



ORDER CARD		AREA	1.
PART#:			2.
VENDOR:			3.
DESCRIPTION:			4.
Qty:	PO:		5.
ETA:			6.
			7.

- 1. Indicates where the product's home is
- 2. Part Number
- 3. Vendor of the product
- 4. Product Description
- 5. Quantity of product
- 6. The PO number associated with the order
- 7. Estimated time of arrival for product

EXAMPLE

ORDER CARD		ITD KITCHEN
PART#: 645929		
VENDOR: STAPLES		
DESCRIPTION: MAXWELL HOUSE ORIGINAL ROAST COFFEE 30.6 OZ CANISTER		
Qty: 1	PO: DP1016	
ETA: 10-18		

REVERSE SIDE
(SEE NOTES CARD, PG. 6
FOR MORE DETAILS)

NOTES
Vendor P.N.: 8H095
Freight Pol: VENDOR DELIVERY
Pkg Qty: 1
Lead Time: 2 DAYS
Notes: CALL (208) 377-1666 AND ORDER.



NOTES CARD

Used to give vendor information or special instruction for order cards (Placed on backside of order card).



NOTES	
Vendor P.N.:	○
Freight Pol:	○
Pkg Qty:	○
Lead Time:	○
Notes:	○

- 1. Vendor part number
- 2. Shipping information
- 3. Quantity that comes in a package
- 4. Lead time for item to arrive
- 5. Additional Notes

EXAMPLE

NOTES	
Vendor P.N.:	8H095
Freight Pol:	VENDOR DELIVERY
Pkg Qty:	1
Lead Time:	2 DAYS
Notes:	CALL (208) 377-1666 AND ORDER.

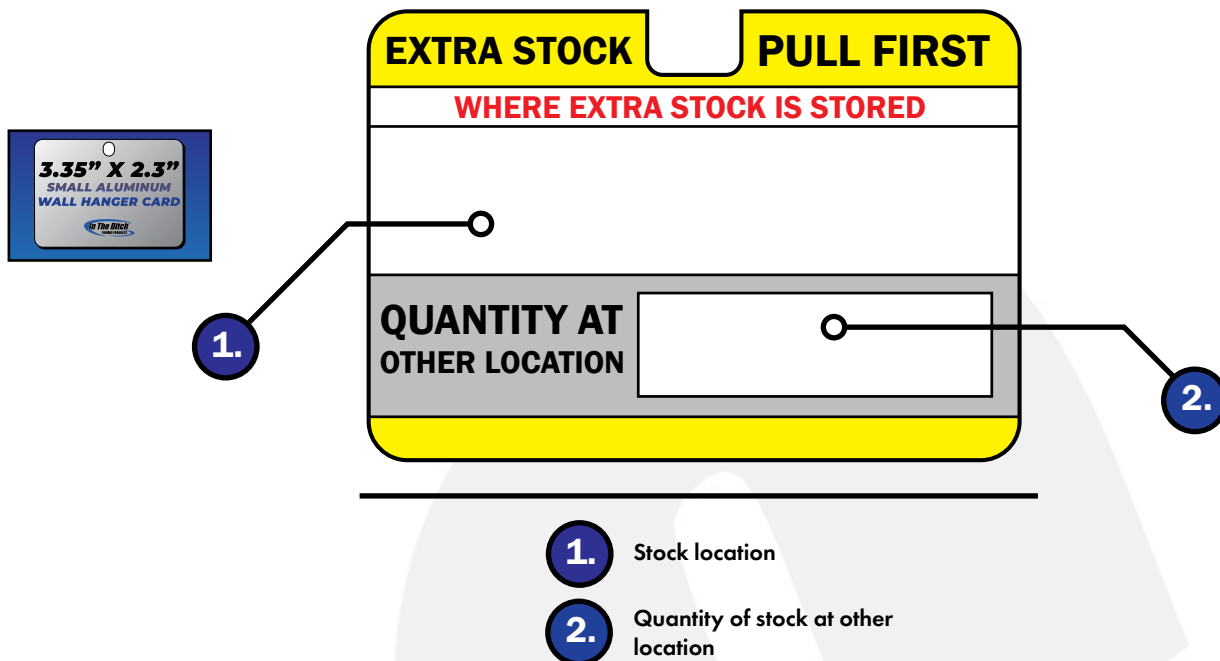
REVERSE SIDE
(SEE ORDER CARD, PG. 5
FOR MORE DETAILS)

ORDER CARD		ITD KITCHEN
PART#: 645929		
VENDOR: STAPLES		
DESCRIPTION: MAXWELL HOUSE ORIGINAL ROAST COFFEE 500 GZ CANISTER		
Qty: 1	PO: DP1016	
ETA: 10-18		

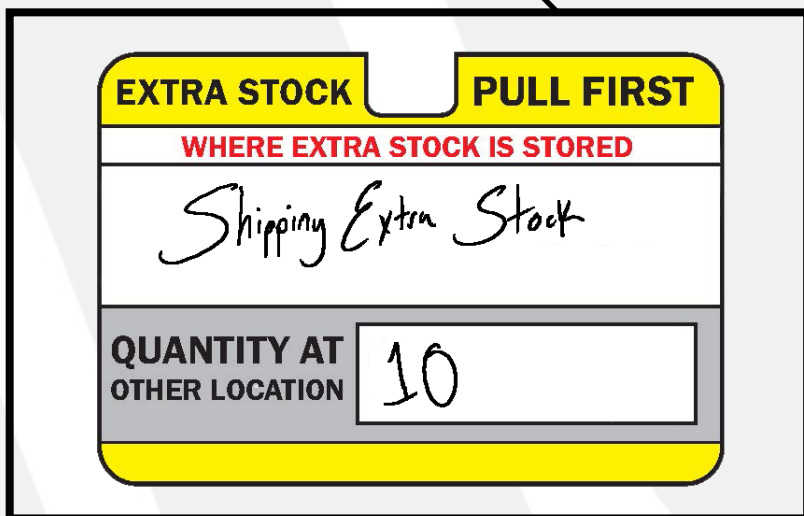


EXTRA STOCK CARD

Used to indicate there is extra stock that needs to be pulled first.



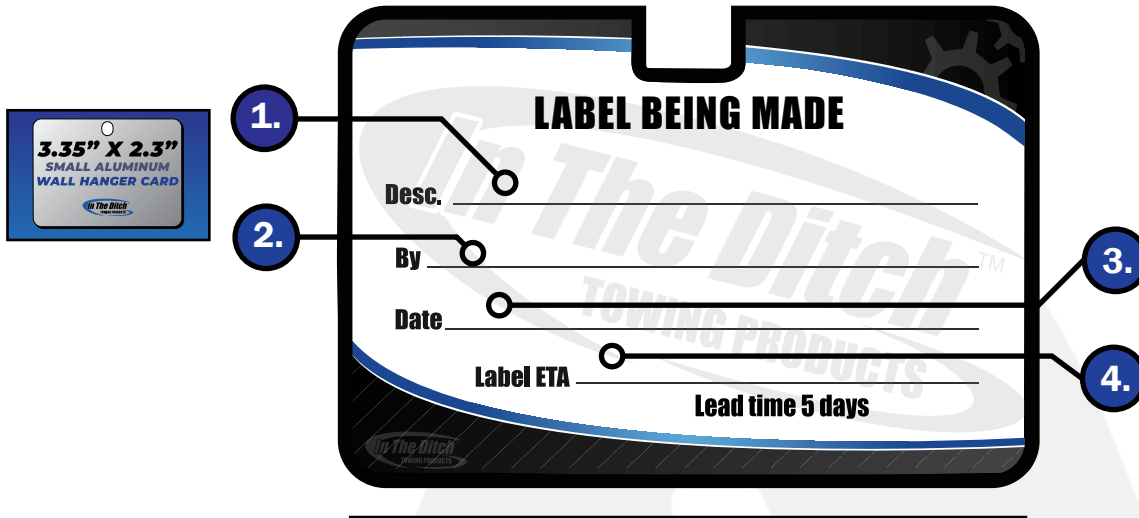
EXAMPLE



When Extra Stock is pulled the Qty on the card must be updated.

LABEL BEING MADE CARD

Used to indicate that a label is being made. Card should be hung in place of the label until it arrives.



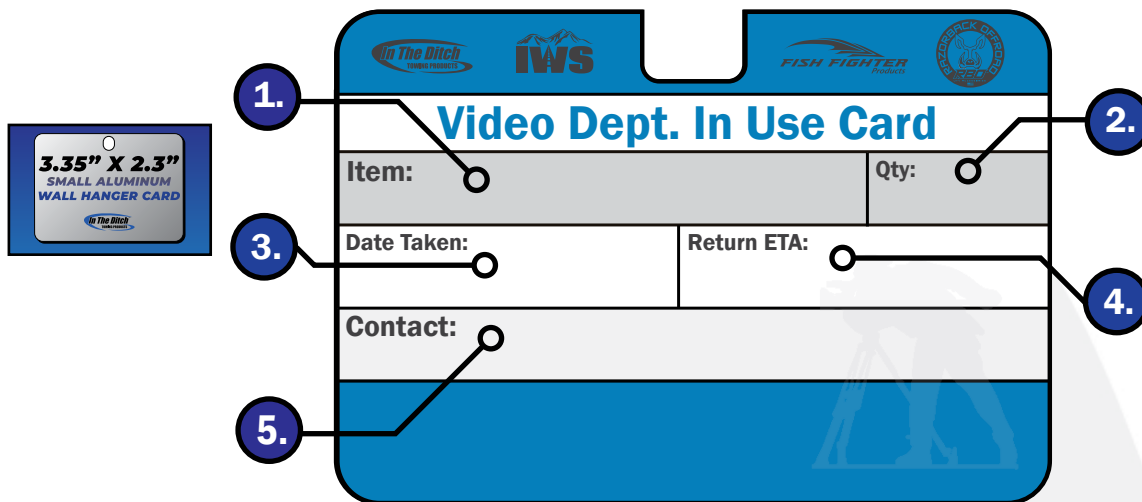
- 1. Description for label
- 2. Who ordered the label
- 3. Date label was requested
- 4. Estimated time of arrival for label

EXAMPLE



VIDEO IN USE CARD

Used to signify that the video department has borrowed the item, or that an item belonging to the video department has been checked out and its ETA. It is placed in the location of said item, either hanging or laid flat. The Video In Use Card is located in the Video Office.



- 1. Item being used
- 2. Quantity of items being used
- 3. Date the item was taken
- 4. Estimated time of arrival to return item
- 5. Who to contact for item

EXAMPLE 1

Video Dept. In Use Card	
Item: <i>Canon 80D</i>	Qty: <i>1</i>
Date Taken: <i>09/23</i>	Return ETA: <i>09/24</i>
Contact: <i>Michelle</i>	

WHEN CHECKING OUT AN ITEM FROM THE VIDEO DEPT.

EXAMPLE 2

Video Dept. In Use Card	
Item: <i>Orange Notopax</i>	Qty: <i>1</i>
Date Taken: <i>9/20</i>	Return ETA: <i>9/21</i>
Contact: <i>Zack Bartlett</i>	

WHEN CHECKING OUT AN ITEM FROM ANOTHER DEPT. SUCH AS AN RBO PRODUCT





5" X 3" CARDS

The ITD4378 is a "Large Wall Hanger Card" and is used to house the label cards listed below.

BUILD ORDER CARD

BUILD ORDER		
PART#: _____	QTY: _____	OR CODE _____
Desc: _____		
CUSTOMER: _____	SALES ORDER: _____	
NOTES: _____		

Used to trigger production of internal products for a customer.

ENGINEERING BUILD ORDER CARD

ENGINEERING BUILD ORDER		
PART#: _____	QTY: _____	PART CLASS: _____
Desc: _____		
FILE PATH: _____		

Used to trigger production of any internal engineering projects.

PARTS FLOW CARD

PART FLOW:	FINISHED BY:	DATE:
<input type="checkbox"/> LASER		
<input type="checkbox"/> BEND		
<input type="checkbox"/> MACHINE		
<input type="checkbox"/> TUBE FAB		
<input type="checkbox"/> WELD		
<input type="checkbox"/> COATINGS		
<input type="checkbox"/> HARDWARE		
<input type="checkbox"/> ASSEM		

Used to define the flow of an individual product through the shop. Finished By/ Date section is used to indicate who did the work and the date of completion.

PRIORITY BUILD ORDER CARD

PRIORITY BUILD ORDER		
PART#: _____	QTY: _____	
Desc: _____		
Customer: _____	Sales Order: _____	
NOTES: _____		

NOT! PLEASE FAST TRACK

Used on priority orders and should be fast tracked through the system.

SENT OUT FOR FINISHING CARD

SENT OUT FOR FINISHING		
PART#: _____	QTY: _____	
Desc: _____		
VENDOR: _____		
PO: _____	ETA: _____	
NOTES: _____		

Used to indicate product has been sent out for finishing.

RECUT CARD

RECUT		
PART#: _____	QTY: _____	DATE: _____
Desc: _____		
PART#: _____	QTY: _____	
PART#: _____	QTY: _____	
PART#: _____	QTY: _____	

NOT! PLEASE FAST TRACK

Used when a defect is found in an internal product or part, and needs top internal priority to be pulled through the system.

THE BUILD ORDER CARD

Build Order Cards are used to trigger the production of internal products for a customer.



BUILD ORDER SCHEDULER

1. PART#: QTY: 4. QR CODE

2. Desc.

3. CUSTOMER: SALES ORDER: 5.

6.

7. NOTES:

- 1. This is where the part number goes
- 2. This is where the product quantity goes
- 3. This section is for the product description
- 4. The (QR) code is used to direct users to the parts library
- 5. This is where the customer's name goes
- 6. This section is for the sales order number
- 7. This section is for notes relevant to the build order

EXAMPLE

BUILD ORDER SCHEDULER

PART#: **RB04084** QTY: **1** QR CODE

Desc. **TURBO S FRONT FOLDING WINDSHIELD**

CUSTOMER: **Johnson** SALES ORDER: **36445**

NOTES:

REVERSE SIDE
(SEE PARTS FLOW CARD,
PG. 13 FOR MORE DETAILS)

PART FLOW:	FINISHED BY:	DATE:
<input checked="" type="checkbox"/> LASER	DP	10/19
<input checked="" type="checkbox"/> BEND	SC	10/19
<input type="checkbox"/> MACHINE		
<input type="checkbox"/> TUBE FAB		
<input checked="" type="checkbox"/> WELD	JA	10/10
<input checked="" type="checkbox"/> COATINGS	LS	10/11
<input checked="" type="checkbox"/> HARDWARE	LM	10/12
<input checked="" type="checkbox"/> ASSEM	JP	10/12



ENGINEERING BUILD ORDER CARD

Used to trigger production of any internal engineering projects.

ENGINEERING BUILD ORDER

CHAMPION: _____

PART#: _____ QTY: _____ PAINT COLOR: _____

Desc. _____

FILE PATH: _____

5" X 3"
LARGE ALUMINUM
WALL HANGER CARD
In The Ditch
TOWING PRODUCTS

- 1. Who is the leading the project
- 2. This is where the part number goes
- 3. This is where the product quantity goes
- 4. Paint Color
- 5. This section is for the PRODUCT DESCRIPTION
- 6. Where you will find the necessary info for the item

EXAMPLE

ENGINEERING BUILD ORDER

CHAMPION: *Andrew*

PART#: *R804100* QTY: *1* PAINT COLOR: *Black*

Desc. *Hanger Folding Front Wind shield*

FILE PATH: *\\filestore\networkstorage\Data\Part Library\R804100-polaris-hanger-folding-front-windshield\SHOP-Laser-Cut-List*

REVERSE SIDE
(SEE PARTS FLOW CARD,
PG. 13 FOR MORE DETAILS)

PART FLOW:	FINISHED BY:	DATE:
LASER	<i>DP</i>	<i>10/19</i>
BEND	<i>SC</i>	<i>10/19</i>
MACHINE		
TUBE FAB		
WELD	<i>JH</i>	<i>10/10</i>
COATINGS	<i>ES</i>	<i>10/11</i>
HARDWARE	<i>LM</i>	<i>10/12</i>
ASSEM	<i>NP</i>	<i>10/12</i>



PARTS FLOW CARD

Used to define the flow of an individual product through the shop. Finished By/ Date section is used to indicate who did the work and the date of completion.



	PART FLOW:	FINISHED BY: INITIALS	DATE:
1.	<input checked="" type="checkbox"/> LASER		
	<input type="checkbox"/> BEND		
	<input type="checkbox"/> MACHINE		
	<input type="checkbox"/> TUBE FAB		
	<input type="checkbox"/> WELD		
	<input type="checkbox"/> COATINGS		
	<input type="checkbox"/> HARDWARE		
	<input type="checkbox"/> ASSEM		

1. These boxes are checked to indicate product flow through the shop
2. Finished by is used to indicate who did the work
3. Date: is used to indicate the completion date of the work

EXAMPLE

REVERSE SIDES

	PART FLOW:	FINISHED BY: INITIALS	DATE:
	<input checked="" type="checkbox"/> LASER	DW	10/9
	<input checked="" type="checkbox"/> BEND	EC	10/9
	<input type="checkbox"/> MACHINE		
	<input type="checkbox"/> TUBE FAB		
	<input checked="" type="checkbox"/> WELD	JH	10/10
	<input checked="" type="checkbox"/> COATINGS	KS	10/11
	<input checked="" type="checkbox"/> HARDWARE	LM	10/12
	<input checked="" type="checkbox"/> ASSEM	NP	10/12

BUILD ORDER CARD, PG. 11 FOR MORE DETAILS

BUILD ORDER	SCHEDULE	OR CODE
PART#: RB04084	QTY: 1	
DESC: TURBO S FRONT FOLDING WINDSHIELD		
OPERATOR: Johnson	SALES #/BIN: 36445	
NOTES:		

ENGINEERING ORDER CARD, PG. 12 FOR MORE DETAILS

ENGINEERING BUILD ORDER	CHAMPION: <i>Champion</i>
PART#: <i>1104100</i>	QTY: <i>1</i> PART COLOR: <i>Black</i>
DESC: <i>Tranger Folding Front Windshield</i>	
FILE PATH: <i>W:\Inventive\Engineering\Drawings\Library\1104100-Black-Folding-Front-Windshield-SBR-Laser-Cut-Lit</i>	

PRIORITY BUILD ORDER CARD, PG. 14 FOR MORE DETAILS

PRIORITY BUILD ORDER	QTY: <i>2</i>
PART#: <i>1107129</i>	
DESC: <i>LA Hand SLS SD Spindle</i>	
Customer: <i>Winn Street</i>	Sales Order: <i>3900</i>
Notes:	NOT! PLEASE FAST TRACK

RECUT CARD, PG. 16 FOR MORE DETAILS

RECUT	NOT! PLEASE FAST TRACK
PART#: <i>1101561</i>	DATE: <i>10/15</i>
DESC: <i>Locking Simple Mount</i>	
PART#: <i>1101562</i>	QTY: <i>2</i>
PART#:	QTY:
PART#:	QTY:



PRIORITY BUILD ORDER CARD

Used on priority orders and should be fast tracked through the system.

5" X 3"
LARGE ALUMINUM
WALL HANGER CARD
In The Ditch
TOWING PRODUCTS

PRIORITY BUILD ORDER

1. PART#:

2. QTY:

3. Desc.

4. Customer

5. Sales Order

6. Notes:

HOT!
PLEASE
FAST TRACK

- 1.** This is where the part number goes
- 2.** This is where the product quantity goes
- 3.** This section is for the product description
- 4.** Customer name
- 5.** Sales Order number
- 6.** Additional Notes

EXAMPLE

PRIORITY BUILD ORDER

PART#: 11D9129

QTY: 2

Desc. Left Hand SLS SD Spindle

Customer
Winn Street

Sales Order
3200

Notes:

HOT!
PLEASE
FAST TRACK

REVERSE SIDE
(SEE PARTS FLOW CARD,
PG. 13 FOR MORE DETAILS)

PART FLOW:	FINISHED BY:	DATE:
<input checked="" type="checkbox"/> LASER	DP	10/9
<input checked="" type="checkbox"/> BEND	SC	10/9
<input type="checkbox"/> MACHINE		
<input type="checkbox"/> TUBE FAB		
<input checked="" type="checkbox"/> WELD	JK	10/10
<input checked="" type="checkbox"/> COATINGS	LS	10/11
<input checked="" type="checkbox"/> HARDWARE	LM	10/12
<input checked="" type="checkbox"/> ASSEM	NP	10/12



SENT OUT FOR FINISHING CARD

Used to indicate product has been sent out for finishing.



1.		SENT OUT FOR FINISHING			
PART#:		<input type="text"/>	QTY:	<input type="text"/>	2.
3.		Desc. <input type="text"/>			
5.		VENDOR:		<input type="text"/>	
7.		PO:	<input type="text"/>	ETA:	<input type="text"/>
		NOTES: <input type="text"/>			

- 1.** This is where the part number goes
- 2.** This is where the product quantity goes
- 3.** This section is for the product description
- 4.** The vendor where the product was sent out to
- 5.** The PO number associated with the product
- 6.** Estimated time of arrival
- 7.** Add any additional notes

EXAMPLE

SENT OUT FOR FINISHING	
PART#: ITD5100	QTY: 40
Desc. Kwik - Pull	
VENDOR: Sapphire	
PO: 27030	ETA: Oct. 3
NOTES:	

Types of Finishing

- Galvanized
- Anodized
- Zinc Plated



RECUT CARD

Used when a defect is found in an internal product or part, and needs top internal priority to be pulled through the system.

5" X 3"
LARGE ALUMINUM
WALL HANGER CARD

- 1. This is where the assembly part number goes
- 2. This is where the product date goes
- 3. This section is for the product description
- 4. The part number of the individual parts that need to be fixed
- 5. This is where the part quantity goes

EXAMPLE

REVERSE SIDE
(SEE PARTS FLOW CARD,
PG. 13 FOR MORE DETAILS)

PART FLOW:	FINISHED BY:	DATE:
LASER	DP	10/19
BEND	GC	10/19
MACHINE		
TUBE FAB		
WELD	JK	10/10
COATINGS	ES	10/11
HARDWARE	LM	10/12
ASSEM	NP	10/12



KANBAN SYSTEM LABELS

The Kanban system is a visual system which shows you when to replace what has been consumed.

(For a detailed description on how the Kanban System works and examples please see pages 19 & 20)

KANBANED INTERNAL PRODUCTS

For items **produced internally**, a Kanban system will be set up with the following labels. A Kanban Card, a Part Flow Card on the back side, and Kanban labels with desired numbers of Blue and Red labels.

KANBAN CARD	
PN:	
QTY:	
DESC:	
NOTES:	

FRONT SIDE OF CARD

PART FLOW:	FINISHED BY:	DATE:
<input type="checkbox"/> LASER		
<input type="checkbox"/> BEND		
<input type="checkbox"/> MACHINE		
<input type="checkbox"/> TUBE FAB		
<input type="checkbox"/> WELD		
<input type="checkbox"/> COATINGS		
<input type="checkbox"/> HARDWARE		
<input type="checkbox"/> ASSEM		

BACK SIDE OF CARD

ITD4446
SMALL WALL HANGER CARD

ALUMINUM CARD USED

KANBANED EXTERNAL PRODUCTS

For items **purchased externally**, a Kanban system will be set up with the following labels. An Order Card, a Notes Card on the back side, and Kanban labels with desired numbers of Blue and Red labels.

ORDER CARD	AREA
PART#:	
VENDOR:	
DESCRIPTION:	
Qty:	PO:
ETA:	

FRONT SIDE OF CARD

SEE ORDER CARD, PG. 8 FOR MORE DETAILS

NOTES
Vendor P.N.:
Freight Pol:
Pkg Qty:
Lead Time:
Notes:

BACK SIDE OF CARD

SEE NOTES CARD, PG. 8 FOR MORE DETAILS

ITD4446
SMALL WALL HANGER CARD

ALUMINUM CARD USED

KANBAN LABELS

LABEL SIZE: 3.25 Wide by 1.5 High

ALUMINUM LABEL HOLDERS

PART NUMBER
DESCRIPTION
STACKING ORDER
VENDOR

BLUE KANBAN LABEL. FIRST LABEL IN KANBAN. PULL PRODUCT FROM LEFT TO RIGHT

PART NUMBER
DESCRIPTION
STACKING ORDER
VENDOR

RED KANBAN LABEL. PULL ORDER CARD AT THIS POINT FOR REORDER.

LARGE BIN LABEL HOLDER

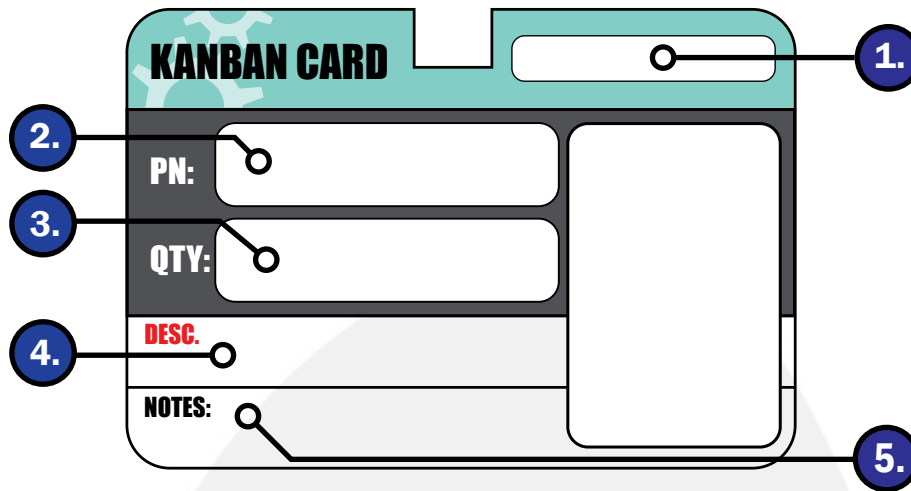
ITD4375
PART NUMBER
DESCRIPTION
STACKING ORDER
VENDOR

SMALL BIN LABEL HOLDER

ITD4374
PART NUMBER
DESCRIPTION
STACKING ORDER
VENDOR

KANBAN CARD

Used to trigger production of internal products for a kanban.



- 1. Indicates where the Kanban's home is
- 2. Part Number
- 3. This is where the Product quantity goes
- 4. Product Description
- 5. Additional Notes

EXAMPLE

KANBAN CARD

IWS PARTS

PN: ITD13280

QTY: 2

DESC. Nozzle Wrench

NOTES:

REVERSE SIDE
(SEE PARTS FLOW CARD, PG. 13 FOR MORE DETAILS)

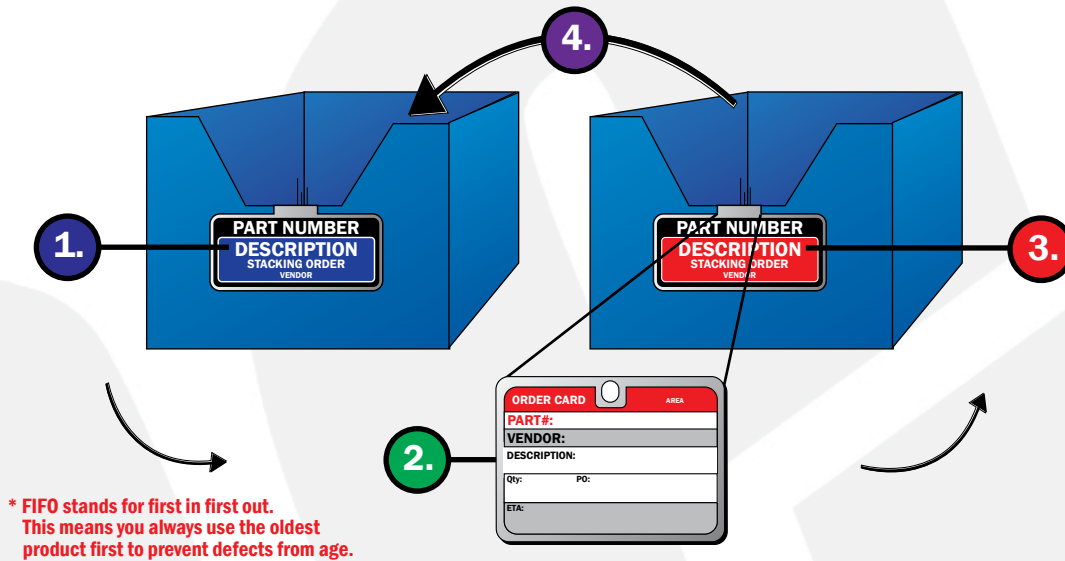
PART FLOW:	FINISHED BY:	DATE:
<input checked="" type="checkbox"/> LASER	DW	10/9
<input checked="" type="checkbox"/> BEND	SC	10/9
<input type="checkbox"/> MACHINE		
<input type="checkbox"/> TUBE FAB		
<input checked="" type="checkbox"/> WELD	JA	10/10
<input checked="" type="checkbox"/> COATINGS	PS	10/11
<input checked="" type="checkbox"/> HARDWARE	LM	10/12
<input checked="" type="checkbox"/> ASSEM	VP	10/12



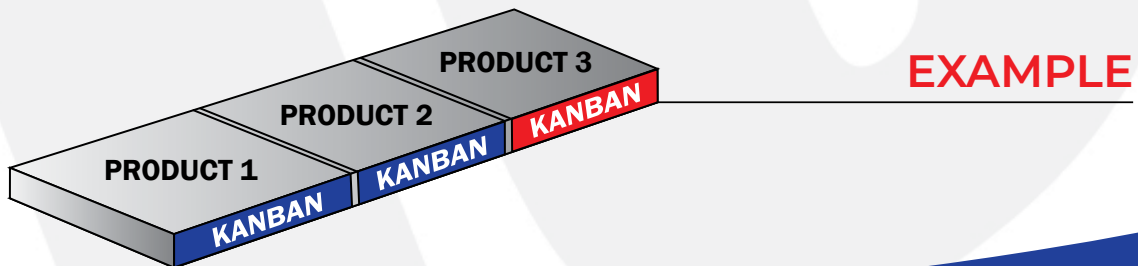
HOW KANBANS WORK

By following the Kanban system, we should never run out of any product. It is extremely important to follow this process to keep flow going. If we do run out of any product, inform your lead and help fix the issue. Click [here](#) to find more information about Kanban Systems.

1. Always pull from the **BLUE** first.
2. Once the **BLUE** is empty product is ordered
3. Pull from the **RED**.
4. When new product comes in *FIFO the remaining product by dumping the **RED** in the **BLUE**, and then put the new product in the **RED**, and then erase the card.



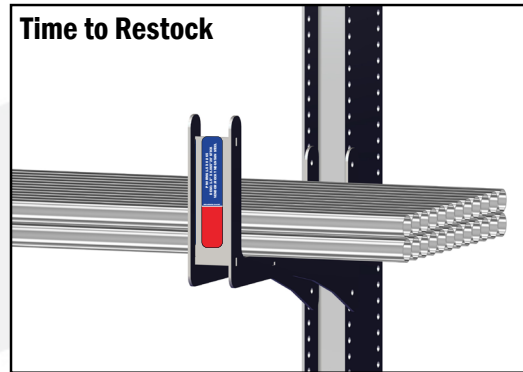
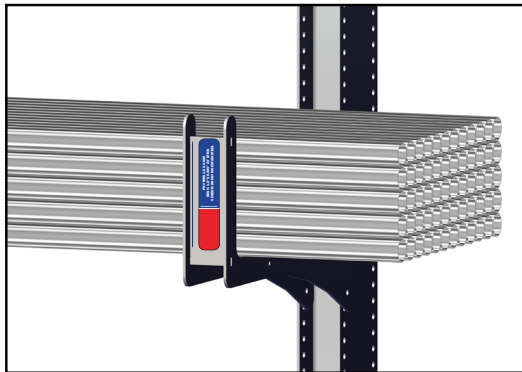
For Kanbans not using Aluminum label holders, the Kanban Label will be a **MAX** of 2" tall by the width of the product.



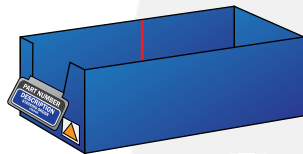
KANBAN EXAMPLES

The Kanban System comes in two types. A stack system/single bin where the system's reorder point is marked by a red line, or a two bin system where bins, one marked blue and one marked red, may be matched with colored shape decals.

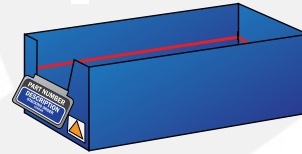
STACK & SINGLE BIN SYSTEMS



SINGLE

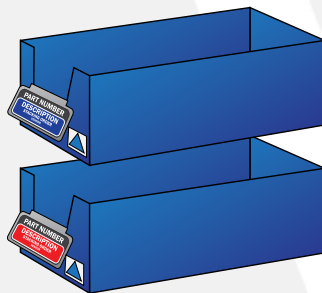


SINGLE

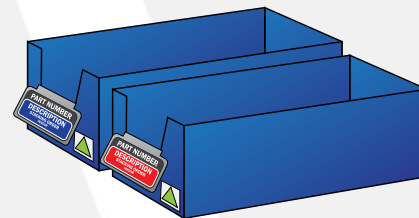


TWO BIN SYSTEMS

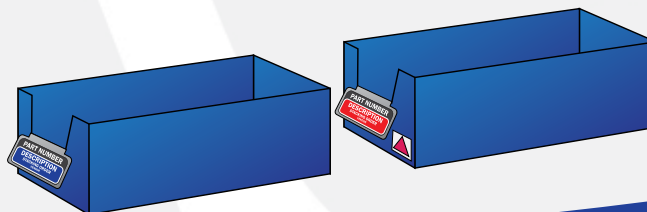
TOP & BOTTOM



SIDE BY SIDE



BACK TO FRONT



FLOOR LABELS

Floor labels are used to mark out objects whose home is on the ground. These labels are made with a stronger adhesive and coating to withstand excessive wear and tear.

STEP 1

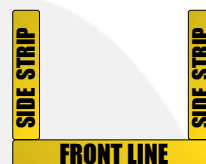
Clean area (Floor) where floor labels will go with BRAKE CLEAN.

- Make sure area is fully dried or floor label may not stick.



STEP 2

Mark out the area on the floor where item's permanent home will be with yellow floor tape. Make sure to place the "Front Line" strip in front of "Side Strips" floor tape, as shown to the right.



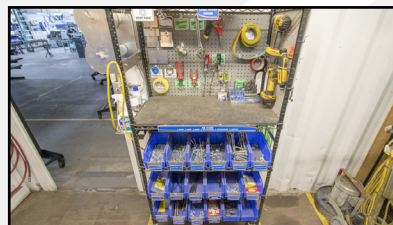
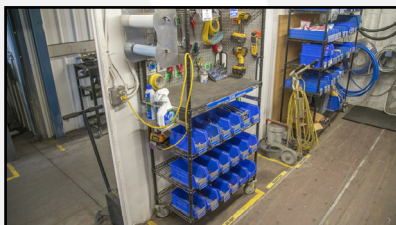
STEP 3

Use the push-able tape smasher, located right outside the Carpenter's Shed, to adhere the tape firmly to the floor.



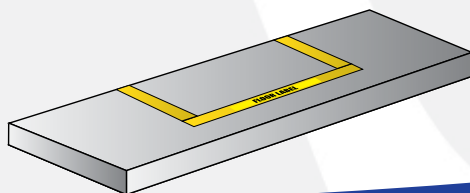
STEP 4

Use the 6S Cart, also located inside the Carpenter's Shed, to make applying flooring labels easier and more efficient.



LIMITATIONS:

- Floor labels will be 1.6" tall by 16" wide.
- Floor labels are limited to 24 characters including spaces



EXAMPLE

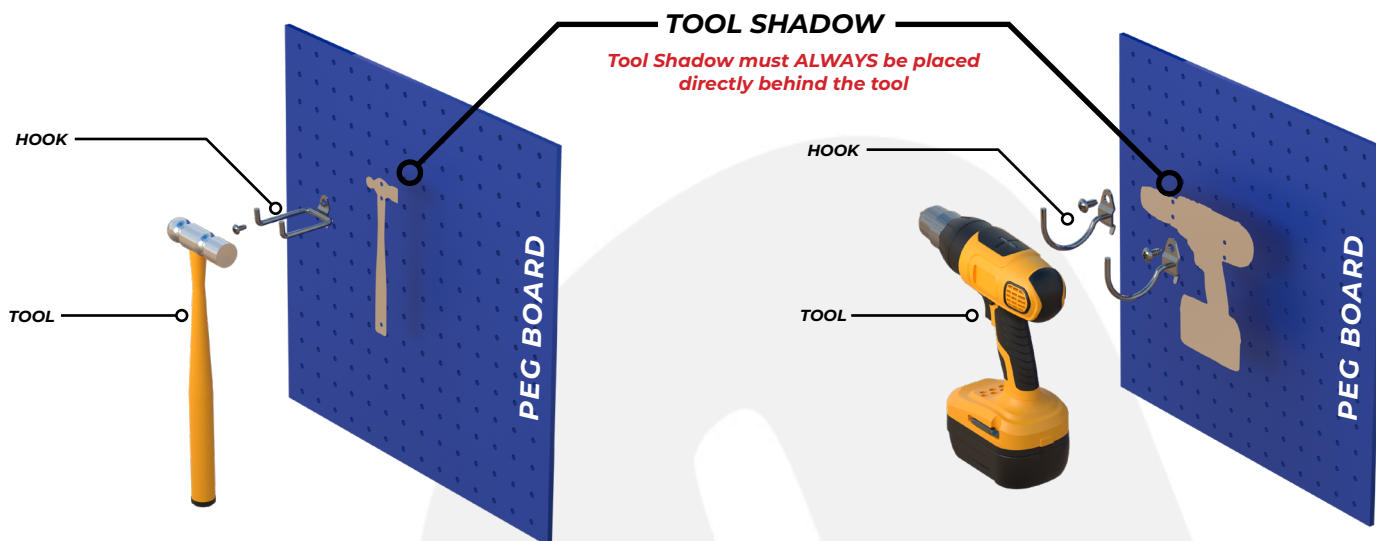
CONSUMABLE LABELS

These labels are used to identify shop products which are consumed on a daily basis. Standard Label Size: 3.25" x 1.5"



TOOL SHADOWS

The metal silhouette of a tool used to easily identify a tool's correct location on a peg board. Max Height: 5"



ORDERING TOOL SHADOWS

Write the chosen Tool Shadow Information found in the "Visual Guide to Tool Shadows" (ITD0535) on a blank Build Order Card

Example



AIR TOOLS			
	Part # ITD12310 QTY		Part # ITD12310 QTY
	Part # ITD12317 QTY		Part # ITD12349 QTY
	Part # ITD12350 QTY		Part # ITD12355 QTY
	Part # ITD12353 QTY		Part # ITD12364 QTY

BUILD ORDER SCHEDULER		QR CODE
PART#: 0000	QTY: <input type="text"/>	
Desc.:		
CUSTOMER:		SALES ORDER:
NOTES:		

Turn the filled out Build Order Card into the Nesting Inbox in the Laser Nesting Office

TOOL LABELS

Tool Box labels are used as a visual signifier to show where a tool is and belongs. In most cases the label will contain a silhouette, the name of the tool, and is colored in the perspective categories color. Standard Label Size: 3.25" x 1.5"

These labels should be used for all tool labels not on a peg board. The example below shows how they are applied for toolboxes.

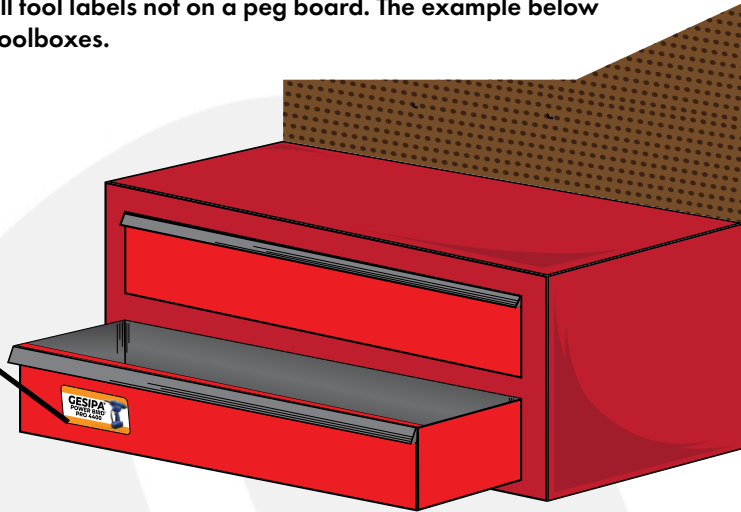
A large decal is set on the front of the drawer.



With Tool Cutout



Without Tool Cutout



TOOL CATEGORIES



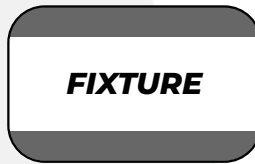
HAND TOOL

T-HND-LABEL-XXXX



POWER TOOL

T-PWR-LABEL-XXXX



FIXTURE

T-FIX-LABEL-XXXX



ELECTRONIC

T-ELEC-LABEL-XXXX

- WRENCHES
- SCREW DRIVERS
- LADDERS
- PLIERS
- WIRE CUTTER
- BROOMS

- DRILL
- IMPACT
- GYRO
- SCREWDRIVER
- RIVET GUN
- SKILL SAW

- WELDING FIXTURES
- MACHINE SHOP
- FIXTURES

- CHARGERS
- IPADS
- TV REMOTES
- TEMPERATURE GAUGES
- COMPUTERS



IMAGE BIN LABELS

Image bin labels are used to easily identify what is in the bin.

Many parts look very similar to each other, but may have slight variations, these labels act as a poka yoke, giving someone a visual on parts variations. The label can contain information such as: part number, bin quantity, descriptor, a small image of part, and notes.

EXAMPLE

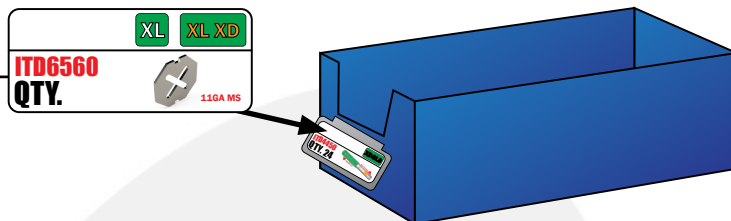
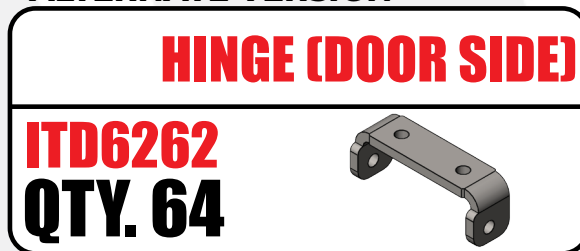


Image bin labels are 3.5" x 1.5" and are placed on the front of blue bins, like the example below.

1. Part Number
2. Bin Quantity
3. Descriptor (This shows that this is an XD SLS Dolly part)
4. Image
5. Notes (These help point out any defining features of the part, or something that someone may need to know about the part.)

ALTERNATE VERSION



ADDITIONAL LABELS



Used to show the fixture is in its correct position and facing the correct direction for the next user.



Blue Shop labels serve as markers to identify placement of items that do not fall into the category of Tool Labels, Consumable Labels, or Warning Labels. (Example - Folding Chairs/Folding Tables)

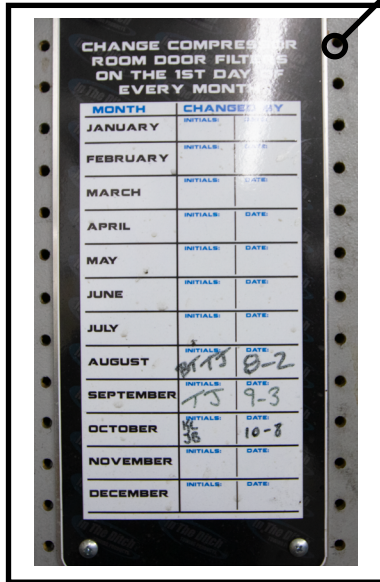


Sets of like shapes and colors are used on bins to show that the two bins belong together.



ADDITIONAL LABELS

COMPRESSOR ROOM LABEL



FORKLIFT SERVICE LABELS



WELCOME TO PARADISE: AREA OF RESPONSIBILITY LABELS



SAFETY/WARNING LABELS

Used to identify safety precautions or risks associated with the facility.

EXAMPLES

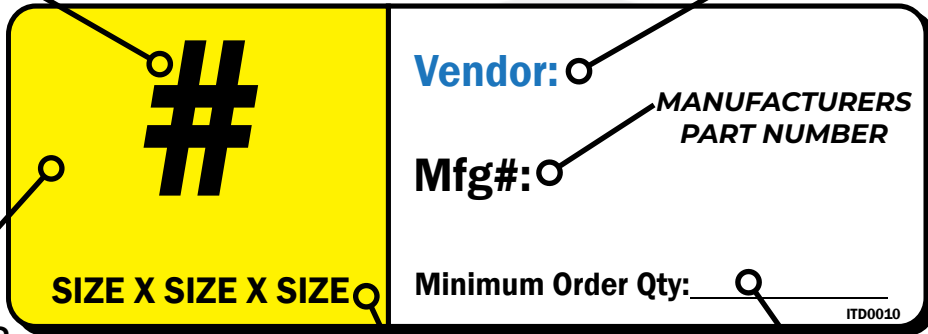


BOX BIN LABELS

Box Bin Labels are used to indicate the size and type of boxes. In addition the bin number indicates the bin numbers of boxes as well as correlating with the master box chart. There are three color types on each Box Bin Label which indicate different ordering vendors for the box in the bin.

CORRESPONDS WITH THE BOX CHART TO KEEP TRACK OF SIZES

NAME OF VENDOR



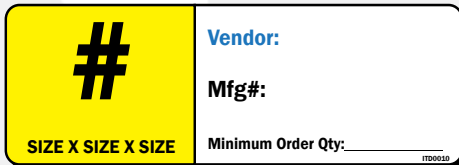
COLOR CODED DEPENDING ON VENDOR

SIZE OF ITEM

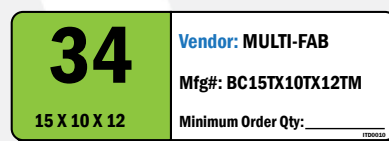
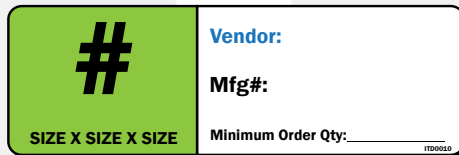
MINIMUM AMOUNT TO ORDER FROM VENDOR

EXAMPLES

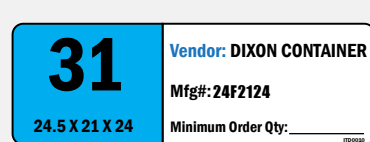
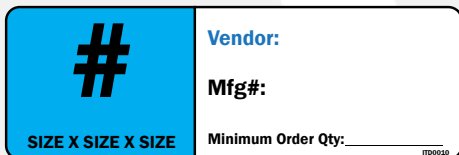
VENDOR: U-LINE



VENDOR: MULTI-FAB



VENDOR: DIXON CONTAINER



PRODUCT & BOX LABELS

These labels are used for product and branding identification. Each label will identify what the product is and which company the product is from.

SHIPPING

BOX LABEL

Used to identify the type of product contained in the boxes

RBO BOX DECAL



SKIN PACKAGE LABEL

Used to identify skin packaged products.

Note: Label has no logo, only text.



PRODUCT DECAL

Used to identify the product and/or company for design/branding purposes. Product decals also include all warning labels.



ITD DECAL



IWS DECAL



FISH FIGHTER DECAL



RBO ROUND DECAL



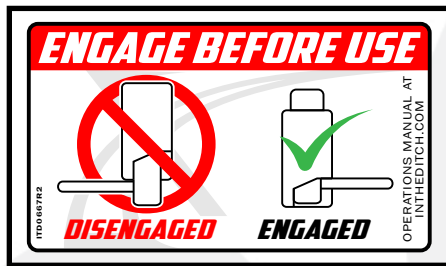
RBO DECAL



SHIPPING LABELS

EXAMPLES

SHIPPING WARNING LABELS



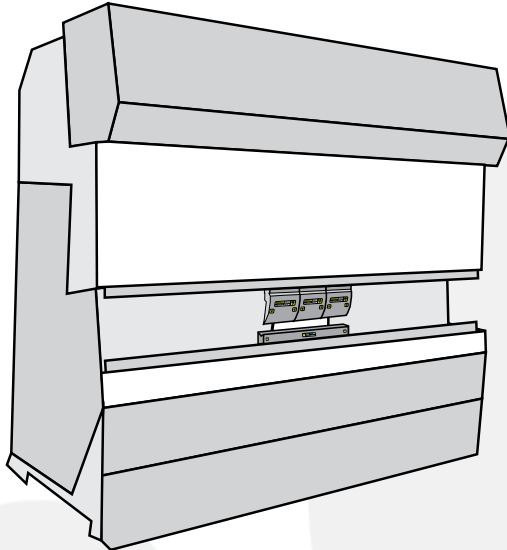
SHIPPING PALLET RACK LABELS



PRESS BRAKE LABELS

Press brake labels are used to clearly identify all information needed from each piece of tooling. Each label should state name of tool, height (if punch), degree, segmented or not, punch or die and length of tooling.

SYMBOLS



There are two main types of press brake tooling we use, punches and dies. Punches are placed in upper railing and dies are placed in lower railing. Punches push the metal into the dies to create a bend. We use two types of punches and dies, non-segmented and segmented. Non-segment tooling are longer pieces (width) mostly used for larger jobs. Segmented tooling is used for smaller jobs or added to non-segmented tooling and can be miss-matched in sizes to create the correct width for the given job.

PUNCH



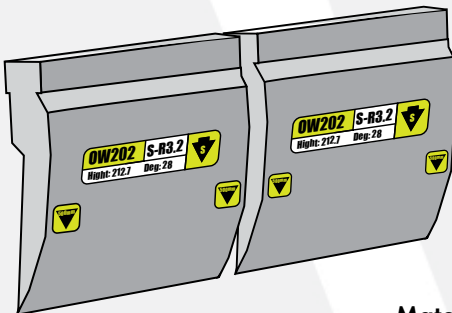
DIE



NON-SEGMENTED



SEGMENTED



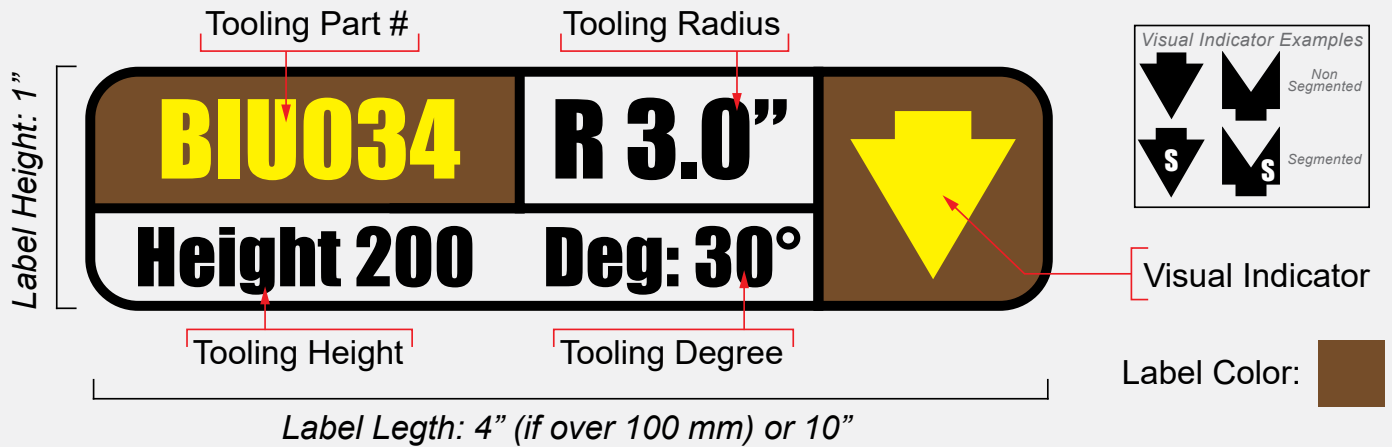
MATCH LIKE COLOR WARNING

Matching colors is important for safety and accuracy reasons. If two unlike tooling are matched together, tooling may break in an explosive fashion. It is always a good idea to pay close attention to the tooling required for the job so not to induce injury or death do to improper tooling.

PRESS BRAKE LABELS

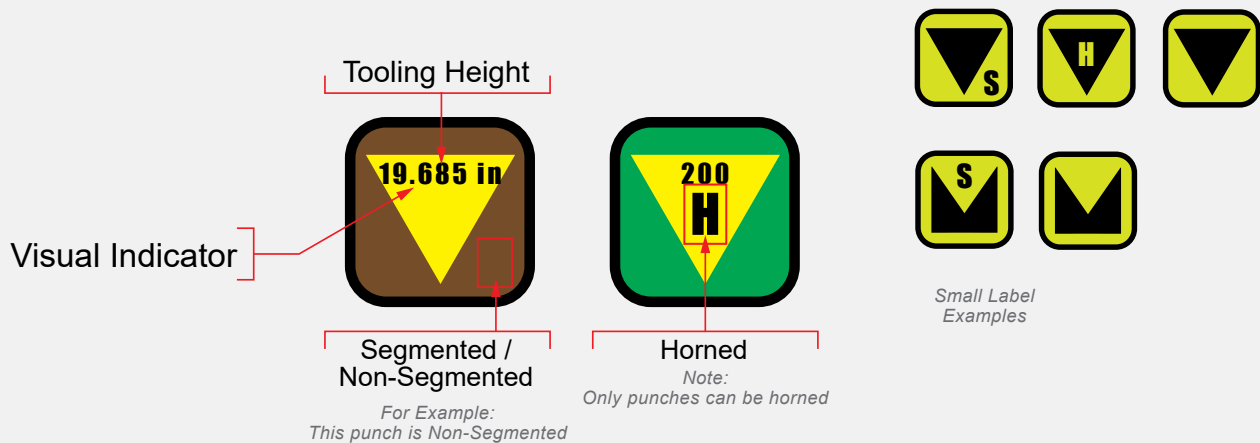
PRESS BRAKE LABEL VISUAL REFERENCE:

LARGE LABEL



Press brake labels are available in 2 separate forms: large labels & small labels. Each label has information about the specific die you're working with printed on it. Depending on what die you're creating labels for, you may need to order multiple labels of both the large and small variety. Please use the example above to create your label!

SMALL LABEL



PRESS BRAKE LABELS

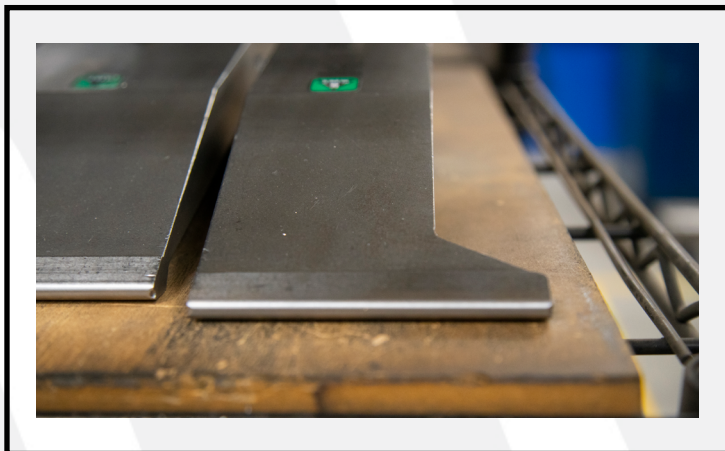
EXAMPLES

Visual examples of different types of press brake labels found in the shop as seen on punches and dies.

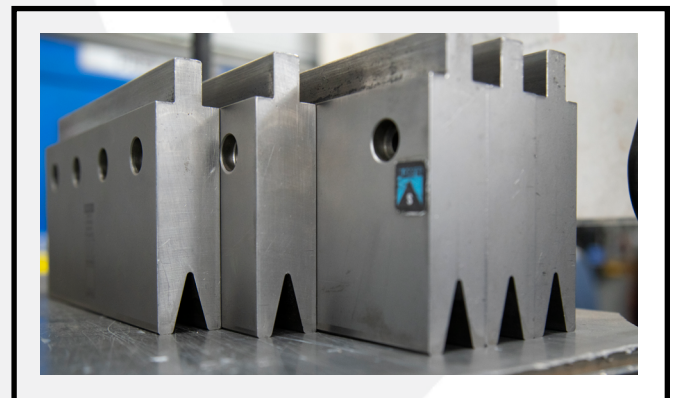
PUNCH



HORNED PUNCH



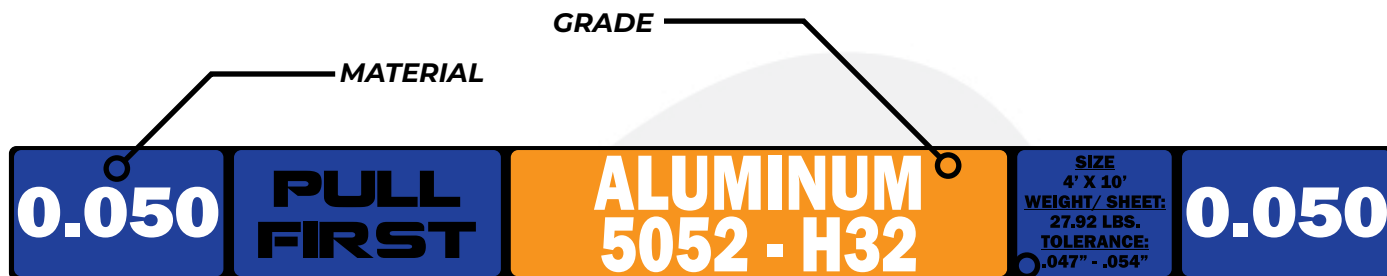
DIE



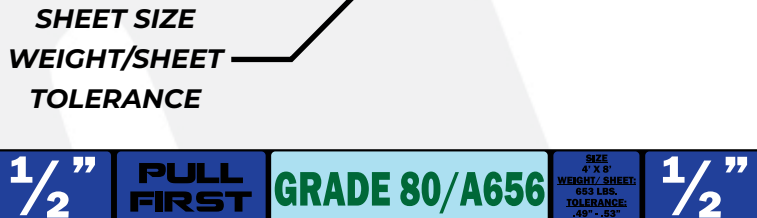
LASER LABELS

Labels used to Kanban metal sheets found in the Laser Department.

STEEL RACK COLOR CODES



RACK BLUE KANBAN LABEL



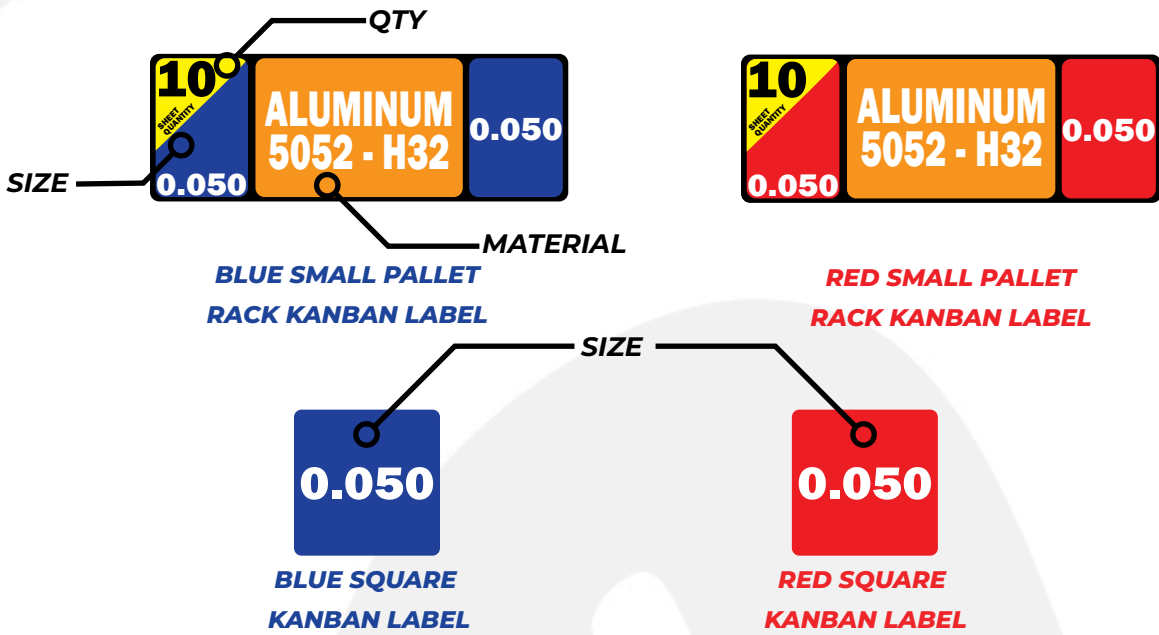
RACK RED KANBAN LABEL



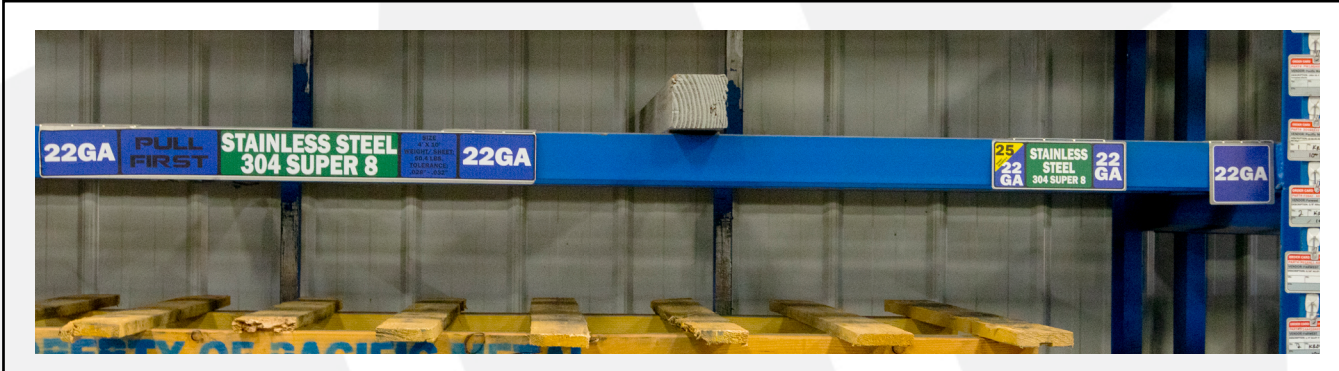
LASER



PALLET LABELS



EXAMPLES



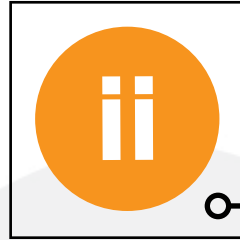
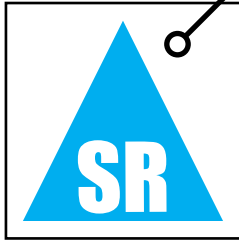
LASER



IWS PARTS LABELS

These labels can be found in IWS Parts to identify how items should be taxed pricing in the IWS Parts Showroom Lobby.

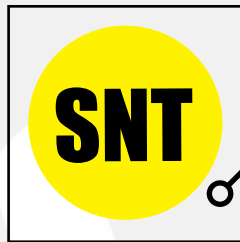
SHOWROOM



INVENTORY
ITEM



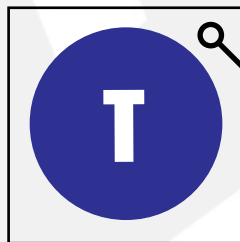
PACKAGING



SHOP SUPPLY
NON-TAXABLE

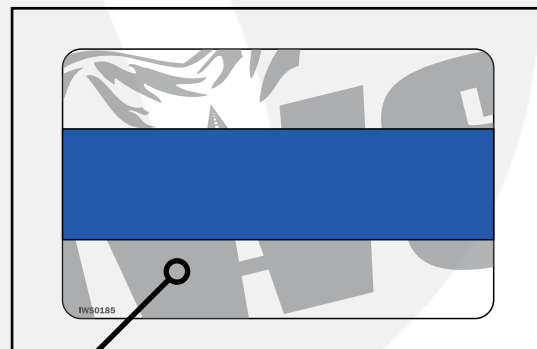


SHOP SUPPLY
TAXABLE



TOOLS

PARTS INVENTORY LABEL



IWS LOBBY PRICE STICKER



IWS PARTS LABELS

LABEL EXAMPLES

SHOWROOM & INVENTORY ITEM LABELS



PARTS INVENTORY LABEL



INVENTORY ITEM



IWS LOBBY PRICE STICKER

USING LABEL REQUEST FORMS

Label request forms are found throughout on clipboards and are used to order labels from the Marketing Department. The form is filled out, signed by a Lead, and the Lead turns it in to the Label Request Drop Off Bin located in the Marketing office. The label is then ordered and when received; delivered to whoever ordered the label.

EXAMPLES

KANBAN REQUEST FORM

UNIVERSAL KANBAN REQUEST FORM
Please Print Legibly

1 Check the box to the left of the label size you need. These are our main label sizes. Custom sizes must be approved by Department Lead.

2 Fill out information EXACTLY as it will appear on Kanban Label. Also, fill out the quantity of Kanban labels needed. Write N/A if not needed.

3 Fill in your name (Print), Department, date, and turn in to your shop lead.

Your Name _____ Your Area _____ Date _____

SHOP LEADS: Verify all information is accurate, present, and accounted for. Initial form and turn in to marketing.

Dept. Lead Signature _____ Date _____

After completion, please turn in to "Labels Request Drop Off" box.

In The Ditch ITD0406R3

FILLED OUT FORM

UNIVERSAL KANBAN REQUEST FORM
Please Print Legibly

1 Check the box to the left of the label size you need. These are our main label sizes. Custom sizes must be approved by Department Lead.

2 Fill out information EXACTLY as it will appear on Kanban Label. Also, fill out the quantity of Kanban labels needed. Write N/A if not needed.

3 Fill in your name (Print), Department, date, and turn in to your shop lead.

Your Name Lynn Your Area Hardware Date 6/16

SHOP LEADS: Verify all information is accurate, present, and accounted for. Initial form and turn in to marketing.

Dept. Lead Signature _____ Date 10/16

After completion, please turn in to "Labels Request Drop Off" box.

In The Ditch ITD0406R3

LABEL MADE

PN# 0303016
SUPER OILITE BUSHINGS
QTY 1
MILLER

PN# 0303016
SUPER OILITE BUSHINGS
QTY 1
MILLER

REQUEST FORMS




USING LABEL REQUEST FORMS

BUILD ORDER CARD REQUEST FORM

1 Please read all instructions before filling out individual sections on this form.

PLEASE PRINT LEGIBLY

BUILD ORDER CARD REQUEST FORM

2 DO YOU NEED A BUILD ORDER BACKER LABEL Y N 

3 Fill in the PART NUMBER and the DESCRIPTION below. Check Location to the right of the card.

BUILD ORDER		SCHEDULER	
PART#: _____	QTY: _____	QR CODE	
Desc: _____			
CUSTOMER: _____		SALES ORDER: _____	
LEAVE BLANK			
NOTES: _____			

Write in any necessary notes.
Notes: _____

4 Place an (X) in the boxes that apply for the part flow. Write in any necessary notes.

PART FLOW:	FINISHED BY: INITIALS	DATE:
<input type="checkbox"/> LASER		
<input type="checkbox"/> BEND		
<input type="checkbox"/> MACHINE		
<input type="checkbox"/> TUBE FAB		
<input type="checkbox"/> WELD		
<input type="checkbox"/> COATINGS		
<input type="checkbox"/> HARDWARE		
<input type="checkbox"/> ASSEM		

Build Order QTY: _____


5 Fill in your name (PRINT), department, date and turn in to your shop lead.

YOUR NAME _____ YOUR AREA _____ DATE _____

SHOP LEADS: Verify all information is accurate, present and accounted for.

DEPT LEAD SIGNATURE _____ DATE _____

AFTER COMPLETION PLEASE TURN IN TO THE OUTBOX.




ITD0001R14

FILLED OUT FORM

1 Please read all instructions before filling out individual sections on this form.

PLEASE PRINT LEGIBLY

BUILD ORDER CARD REQUEST FORM

2 DO YOU NEED A BUILD ORDER BACKER LABEL Y N 

3 Fill in the PART NUMBER and the DESCRIPTION below. Check Location to the right of the card.

BUILD ORDER		SCHEDULER	
PART#: <u>ITD4743</u>	QTY: _____	QR CODE	
Desc: <u>Model 60 Pylon</u>			
CUSTOMER: _____		SALES ORDER: _____	
LEAVE BLANK			
NOTES: _____			

Write in any necessary notes.
Notes: _____

4 Place an (X) in the boxes that apply for the part flow. Write in any necessary notes.

PART FLOW:	FINISHED BY: INITIALS	DATE:
<input checked="" type="checkbox"/> LASER		
<input type="checkbox"/> BEND		
<input type="checkbox"/> MACHINE		
<input type="checkbox"/> TUBE FAB		
<input type="checkbox"/> WELD		
<input type="checkbox"/> COATINGS		
<input type="checkbox"/> HARDWARE		
<input type="checkbox"/> ASSEM		

Build Order QTY: 4


5 Fill in your name (PRINT), department, date and turn in to your shop lead.

YOUR NAME ANDREW YOUR AREA WELDING DATE 10/31

SHOP LEADS: Verify all information is accurate, present and accounted for.

DEPT LEAD SIGNATURE _____ DATE 10/31

AFTER COMPLETION PLEASE TURN IN TO THE OUTBOX.



ITD0001R14

LABEL MADE

BUILD ORDER		SCHEDULER	
PART#: ITD4743	QTY: _____	QR CODE	
Desc: MODEL 60 PYLON			
CUSTOMER: _____		SALES ORDER: _____	
NOTES: _____			

PART FLOW:	FINISHED BY: INITIALS	DATE:
<input checked="" type="checkbox"/> LASER		
<input type="checkbox"/> BEND		
<input type="checkbox"/> MACHINE		
<input type="checkbox"/> TUBE FAB		
<input type="checkbox"/> WELD		
<input type="checkbox"/> COATINGS		
<input type="checkbox"/> HARDWARE		
<input type="checkbox"/> ASSEM		



USING LABEL REQUEST FORMS

CONSUMABLE LABEL REQUEST FORM

1 Please check the box to the right of the label you are requesting.

CONSUMABLE LABEL REQUEST FORM

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>				

CUSTOM TEXT _____ QTY _____

2 Fill in your name (PRINT), department, date and turn in to your shop lead.

YOUR NAME _____ YOUR AREA _____ DATE _____

SHOP LEADS: Verify all information is accurate, present and accounted for. Initial form and turn in to marketing.

DEPT LEAD SIGNATURE _____ DATE _____

AFTER COMPLETION PLEASE TURN IN TO "LABELS REQUEST DROP OFF" BOX

FILLED OUT FORM

1 Please check the box to the right of the label you are requesting.

CONSUMABLE LABEL REQUEST FORM

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>				

CUSTOM TEXT _____ QTY _____

2 Fill in your name (PRINT), department, date and turn in to your shop lead.

YOUR NAME Michelle Johnson YOUR AREA Marketing DATE 1/29

SHOP LEADS: Verify all information is accurate, present and accounted for. Initial form and turn in to marketing.

DEPT LEAD SIGNATURE [Signature] DATE 1/30

AFTER COMPLETION PLEASE TURN IN TO "LABELS REQUEST DROP OFF" BOX

LABELS MADE



REQUEST FORMS



USING LABEL REQUEST FORMS

ORDER OR KANBAN CARD REQUEST FORM

1 Please read all instructions before filling out individual sections. Fill in lines EXACTLY as they will appear.

PLEASE PRINT LEGIBLY

ORDER or KANBAN CARD & KANBAN REQUEST FORM

2 Please select if you need an Order Card or Kanban Card.

3 Circle the Single AREA OPTION that the Card is for.

BREEZEWAY	MARKETING	R & D	SUPERMARKET
COMPOSITE SHOP	OUTSIDE STEEL WAGE	RBD SHELF	TRAINING ROOM
COMPRESSOR ROOM	PAINT SHOP	SCHEDULER	TUBE FAB
ENGINEERING	PRESS BRANE	SHIPPING	WASH BAY
LASER	SP ASSEMBLY	WAREHOUSE	
MACHINING	PRINTER ROOM	SP WELD	WELD SHOP

4 Fill in P.N., Desc., Notes, and Vendor EXACTLY as they will appear on the LABEL.

Part # (P.N.): _____
 Vendor: _____
 Description (DESC.): _____
 Notes: _____

5 For an ORDER CARD fill out the NOTES CARD EXACTLY as text will appear. / For a KANBAN CARD complete a PARTS FLOW CARD.

NOTES	PART FLOW:	FINISHED BY:	DATE:
Vendor P.N.: <input type="checkbox"/>	<input type="checkbox"/> LASER		
Freight Pol: <input type="checkbox"/>	<input type="checkbox"/> BEND		
Pkg Qty: <input type="checkbox"/>	<input type="checkbox"/> MACHINE		
Lead Time: <input type="checkbox"/>	<input type="checkbox"/> TUBE FAB		
Notes: _____	<input type="checkbox"/> WELD		
	<input type="checkbox"/> COATINGS		
	<input type="checkbox"/> HARDWARE		
	<input type="checkbox"/> ASSEM		

7 Fill in the Quantity of each colored Kanban that is needed (red or blue). This form is used only for: small or large Kanban bin labels depicted here.

KANBAN LABELS FOR BINS OR HOOKS COME IN A STANDARD SIZE

3.25" WIDE X 1.5" TALL	3.25" WIDE X 1.5" TALL
PART NUMBER DESCRIPTION	LABEL QTY QTY PER BIN
DEEP HIGH	DEEP HIGH

8 Fill in your name (PRINT), department, date and turn in to your shop lead.

YOUR NAME _____ YOUR AREA _____ DATE _____

SHOP LEADS: Verify all information is accurate, present and accounted for.

DEPT LEAD SIGNATURE _____ DATE _____

AFTER COMPLETION PLEASE DROP OFF IN THE OUTBOX.

In The Ditch ITD0452R5

FILLED OUT FORM

1 Please read all instructions before filling out individual sections. Fill in lines EXACTLY as they will appear.

PLEASE PRINT LEGIBLY

ORDER or KANBAN CARD & KANBAN REQUEST FORM

2 Please select if you need an Order Card or Kanban Card.

3 Circle the Single AREA OPTION that the Card is for.

BREEZEWAY	MARKETING	R & D	SUPERMARKET
COMPOSITE SHOP	OUTSIDE STEEL WAGE	RBD SHELF	TRAINING ROOM
COMPRESSOR ROOM	PAINT SHOP	SCHEDULER	TUBE FAB
ENGINEERING	PRESS BRANE	SHIPPING	WASH BAY
LASER	SP ASSEMBLY	WAREHOUSE	
MACHINING	PRINTER ROOM	SP WELD	WELD SHOP

4 Fill in P.N., Desc., Notes, and Vendor EXACTLY as they will appear on the LABEL.

Part # (P.N.): H-4412B
 Vendor: ULINE
 Description (DESC.): Blades For Klevor Box Cutter
 Notes: _____

5 For an ORDER CARD fill out the NOTES CARD EXACTLY as text will appear. / For a KANBAN CARD complete a PARTS FLOW CARD.

NOTES	PART FLOW:	FINISHED BY:	DATE:
Vendor P.N.: <input checked="" type="checkbox"/>	<input type="checkbox"/> LASER		
Freight Pol: <input checked="" type="checkbox"/>	<input type="checkbox"/> BEND		
Pkg Qty: <input checked="" type="checkbox"/>	<input type="checkbox"/> MACHINE		
Lead Time: <input checked="" type="checkbox"/>	<input type="checkbox"/> TUBE FAB		
Notes: _____	<input type="checkbox"/> WELD		
	<input type="checkbox"/> COATINGS		
	<input type="checkbox"/> HARDWARE		
	<input type="checkbox"/> ASSEM		

7 Fill in the Quantity of each colored Kanban that is needed (red or blue). This form is used only for: small or large Kanban bin labels depicted here.

KANBAN LABELS FOR BINS OR HOOKS COME IN A STANDARD SIZE

3.25" WIDE X 1.5" TALL	3.25" WIDE X 1.5" TALL
PART NUMBER DESCRIPTION	LABEL QTY QTY PER BIN
DEEP HIGH	DEEP HIGH

8 Fill in your name (PRINT), department, date and turn in to your shop lead.

YOUR NAME [Signature] YOUR AREA [Signature] DATE 10/31

SHOP LEADS: Verify all information is accurate, present and accounted for.

DEPT LEAD SIGNATURE _____ DATE 10/31

AFTER COMPLETION PLEASE DROP OFF IN THE OUTBOX.

In The Ditch ITD0452R5

LABEL MADE

<p>ORDER CARD SHIPPING</p> <p>PART#: H-4412B</p> <p>VENDOR: ULINE</p> <p>DESCRIPTION: BLADES FOR KLEVER BOX CUTTER</p> <p>Qty: _____ PO: _____</p> <p>ETA: _____</p>	<p>PN# H-4412B</p> <p>BLADES FOR KLEVER BOX CUTTER</p> <p>QTY 20</p>
<p>NOTES</p> <p>Vendor P.N.: H-4412B</p> <p>Freight Pol: FREE OVER \$500</p> <p>Pkg Qty: 25</p> <p>Lead Time: 2 DAYS</p> <p>Notes: _____</p>	<p>PN# H-4412B</p> <p>BLADES FOR KLEVER BOX CUTTER</p> <p>QTY 5</p>

REQUEST FORMS



USING LABEL REQUEST FORMS

SHOP LABEL REQUEST FORM

SHOP LABEL REQUEST FORM
Please Print Legibly

1 This is our main label type. Custom label colors must be approved by a Kaizen.

BLUE SHOP LABEL

TEXT _____ QTY _____

TEXT _____ QTY _____

TEXT _____ QTY _____

TEXT _____ QTY _____

TEXT _____ QTY _____

TEXT _____ QTY _____

TEXT _____ QTY _____


3 Fill in your name (Print), Department, date, and turn in to your shop lead.

Your Name _____ Your Area _____ Date _____

SHOP LEADS: Verify all information is accurate, present, and accounted for. Initial form and turn in to marketing.

Dept. Lead Signature _____ Date _____

After completion, please turn in to "Labels Request Drop Off" box.

 ITD0002R9

FILLED OUT FORM

SHOP LABEL REQUEST FORM
Please Print Legibly

1 This is our main label type. Custom label colors must be approved by a Kaizen.

BLUE SHOP LABEL

TEXT Folding Chairs QTY 1

TEXT Folding Tables QTY 1

TEXT _____ QTY _____

TEXT _____ QTY _____

TEXT _____ QTY _____

TEXT _____ QTY _____

TEXT _____ QTY _____


3 Fill in your name (Print), Department, date, and turn in to your shop lead.

Your Name Andrew Your Area Welding Date 9/22

SHOP LEADS: Verify all information is accurate, present, and accounted for. Initial form and turn in to marketing.

Dept. Lead Signature _____ Date 9/25

After completion, please turn in to "Labels Request Drop Off" box.

 ITD0002R9

LABELS MADE



REQUEST FORMS



USING LABEL REQUEST FORMS

FLOOR LABEL REQUEST FORM

FLOOR LABEL REQUEST FORM
Please Print Legibly

1 There is only one size for floor labels. Custom sizes must be approved by a Kaizen.

FLOOR LABEL
16" x 1.6"

2 Floor labels can have no more than 24 characters including spaces.

TEXT _____ QTY _____

TEXT _____ QTY _____

TEXT _____ QTY _____

TEXT _____ QTY _____

TEXT _____ QTY _____

TEXT _____ QTY _____

TEXT _____ QTY _____


3 Fill in your name (Print), Department, date, and turn in to your shop lead.

Your Name _____ Your Area _____ Date _____

SHOP LEADS: Verify all information is accurate, present, and accounted for. Initial form and turn in to marketing.

Dept. Lead Signature _____ Date _____

After completion, please turn in to "Labels Request Drop Off" box.

 ITD0446

FILLED OUT FORM

FLOOR LABEL REQUEST FORM
Please Print Legibly

1 There is only one size for floor labels. Custom sizes must be approved by a Kaizen.

FLOOR LABEL
16" x 1.6"

2 Floor labels can have no more than 24 characters including spaces.

TEXT Pallet Jack QTY 1

TEXT _____ QTY _____

TEXT _____ QTY _____

TEXT _____ QTY _____

TEXT _____ QTY _____

TEXT _____ QTY _____

TEXT _____ QTY _____


3 Fill in your name (Print), Department, date, and turn in to your shop lead.

Your Name Dave Your Area Shipping Date 9/13

SHOP LEADS: Verify all information is accurate, present, and accounted for. Initial form and turn in to marketing.

Dept. Lead Signature [Signature] Date 9/15

After completion, please turn in to "Labels Request Drop Off" box.

 ITD0446

LABEL MADE

PALLET JACK

REQUEST FORMS



USING LABEL REQUEST FORMS

BOX BIN LABEL REQUEST FORM

1 Please read all instructions before filling out individual sections on this form.

PLEASE PRINT LEGIBLY

BOX BIN LABEL REQUEST FORM

2 Fill in BOX#, MFG# and BOX SIZE as they will appear on BOX BIN LABEL

CHECK IF NEEDED

BOX# BOX SIZE	Vendor: U-LINE Mfg#: Minimum Order Qty:	QTY:
BOX# BOX SIZE	Vendor: DIXON Mfg#: Minimum Order Qty:	QTY:
BOX# BOX SIZE	Vendor: MULTI-FAB Mfg#: Minimum Order Qty:	QTY:


3 Fill in your name (PRINT), department, date and turn in to your shop lead.

YOUR NAME _____ YOUR AREA _____ DATE _____

SHOP LEADS: Verify all information is accurate, present and accounted for. Initial form and turn in to marketing.

DEPT LEAD SIGNATURE _____ DATE _____

AFTER COMPLETION PLEASE TURN IN TO "LABELS REQUEST DROP OFF" BOX

 ITD0573

FILLED OUT FORM

1 Please read all instructions before filling out individual sections on this form.

PLEASE PRINT LEGIBLY

BOX BIN LABEL REQUEST FORM

2 Fill in BOX#, MFG# and BOX SIZE as they will appear on BOX BIN LABEL

CHECK IF NEEDED

20 BOX SIZE 18x12x4	Vendor: U-LINE Mfg#: S-4859 Minimum Order Qty:	QTY: 1
BOX# BOX SIZE	Vendor: DIXON Mfg#: Minimum Order Qty:	QTY:
BOX# BOX SIZE	Vendor: MULTI-FAB Mfg#: Minimum Order Qty:	QTY:


3 Fill in your name (PRINT), department, date and turn in to your shop lead.

YOUR NAME Alice YOUR AREA Shipping DATE 9/21

SHOP LEADS: Verify all information is accurate, present and accounted for. Initial form and turn in to marketing.

DEPT LEAD SIGNATURE [Signature] DATE 9/22

AFTER COMPLETION PLEASE TURN IN TO "LABELS REQUEST DROP OFF" BOX

 ITD0573

LABEL MADE

20 18 X 12 X 4	Vendor: U-LINE Mfg#: S-4859 Minimum Order Qty:
--------------------------	--



USING LABEL REQUEST FORMS

IMAGE BIN LABEL REQUEST FORM

1 Please read all instructions before filling out individual sections on this form.

PLEASE PRINT LEGIBLY

IMAGE BIN LABEL REQUEST FORM

2 Check the box to the left of the label type you need.

Label with Dolly part descriptor Alternate Label with part descriptor

3.5" x 3.5"

3.5" x 3.5"

3 Fill in P.N., QTY, Any notes (EXP. Send to Pressbrake, Flat edge of part), Part Descriptors

EXAMPLE

A P.N. **ITD4450** **B** PART DESCRIPTOR(S) **XL XD** **C** NOTE

D QTY **QTY. 24**

Dolly Part Descriptor Options (Check the box of the applicable descriptor(s))

Dolly Axle Descriptors

XL AXLE

Dolly Descriptors

XL-SD **SLX-SD** **XL-XD** **SLX-XD**

4 Fill in your name (PRINT), department, date and turn in to your shop lead.

YOUR NAME _____ YOUR AREA _____ DATE _____

SHOP LEADS: Verify all information is accurate, present and accounted for. Initial form and turn in to marketing.

DEPT LEAD SIGNATURE _____ DATE _____

AFTER COMPLETION PLEASE TURN IN TO "LABELS REQUEST DROP OFF" BOX

In The Ditch TOWING PRODUCTS ITD0575RS

FILLED OUT FORM

1 Please read all instructions before filling out individual sections on this form.

PLEASE PRINT LEGIBLY

IMAGE BIN LABEL REQUEST FORM

2 Check the box to the left of the label type you need.

Label with Dolly part descriptor Alternate Label with part descriptor

3.5" x 3.5"

3.5" x 3.5"

3 Fill in P.N., QTY, Any notes (EXP. Send to Pressbrake, Flat edge of part), Part Descriptors

EXAMPLE

A P.N. **ITD4450** **B** PART DESCRIPTOR(S) **XL XD** **C** NOTE

D QTY **QTY. 24**

Dolly Part Descriptor Options (Check the box of the applicable descriptor(s))

Dolly Axle Descriptors

XL AXLE

Dolly Descriptors

XL-SD **SLX-SD** **XL-XD** **SLX-XD**

4 Fill in your name (PRINT), department, date and turn in to your shop lead.

YOUR NAME Deer YOUR AREA Engineering DATE 10/19

SHOP LEADS: Verify all information is accurate, present and accounted for. Initial form and turn in to marketing.

DEPT LEAD SIGNATURE _____ DATE 10/19

AFTER COMPLETION PLEASE TURN IN TO "LABELS REQUEST DROP OFF" BOX

In The Ditch TOWING PRODUCTS ITD0575RS

REQUEST FORMS

LABEL MADE



USING LABEL REQUEST FORMS

STEEL RACK LABEL REQUEST FORM

1 Please read all instructions before filling out individual sections on this form.

PLEASE PRINT LEGIBLY

STEEL RACK LABEL REQUEST FORM

2 Check types of labels needed

RACK LABEL **FLOOR LABEL** **PALLET LABEL**

16GA PULL FIRST P&O/A1011 16GA

16GA P&O/A1011 16GA

EXTRA STOCK

2 Fill out information needed LEGIBLY

A MATERIAL: _____

B GRADE: _____

C SHEET SIZE: _____

D WEIGHT/SHEET: _____

E TOLERANCE: _____

2 Select square KanBan label and enter information needed

A QTY: _____

B MATERIAL: _____

C SIZE: _____

3 Fill in your name (PRINT), department, date and turn in to your shop lead.

YOUR NAME _____ YOUR AREA _____ DATE _____

SHOP LEADS: Verify all information is accurate, present and accounted for. Initial form and turn in to marketing.

DEPT LEAD SIGNATURE _____ DATE _____

AFTER COMPLETION PLEASE TURN IN TO "LABELS REQUEST DROP OFF" BOX

In The Ditch
TOWING PRODUCTS

ITD0577R1

FILLED OUT FORM

1 Please read all instructions before filling out individual sections on this form.

PLEASE PRINT LEGIBLY

STEEL RACK LABEL REQUEST FORM

2 Check types of labels needed

RACK LABEL **FLOOR LABEL** **PALLET LABEL**

16GA PULL FIRST P&O/A1011 16GA

16GA P&O/A1011 16GA

EXTRA STOCK

2 Fill out information needed LEGIBLY

A MATERIAL: 0.125

B GRADE: Aluminum 5052/H32

C SHEET SIZE: 4' x 74"

D WEIGHT/SHEET: 43.06 LBS

E TOLERANCE: .121" - .130"

2 Select square KanBan label and enter information needed

A QTY: _____

B MATERIAL: _____

C SIZE: _____

3 Fill in your name (PRINT), department, date and turn in to your shop lead.

YOUR NAME Andrew YOUR AREA WASH DATE 9/12

SHOP LEADS: Verify all information is accurate, present and accounted for. Initial form and turn in to marketing.

DEPT LEAD SIGNATURE [Signature] DATE 9/12

AFTER COMPLETION PLEASE TURN IN TO "LABELS REQUEST DROP OFF" BOX

In The Ditch
TOWING PRODUCTS

ITD0577R1

LABEL MADE

0.125	PULL FIRST	ALUMINUM 5052 - H32 (CUSTOM SHEET)	SIZE 4' X 74" WEIGHT/SHEET: 43.06 LBS. TOLERANCE: .121" - .130"	0.125
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REQUEST FORMS



USING LABEL REQUEST FORMS

TOOL LABEL REQUEST FORM

TOOL LABEL REQUEST FORM
Please Print Legibly

1 Check the box to the left of the label type you need. If your label will be going ON A TOOLBOX, please select TOOLBOX LABEL SET. Otherwise select the appropriate size.

3.25" x 1.5" ALUMINUM WALL HANGER CARD

2 Check the box to the left of the category your tool fits in. If it does not fit in any, please select miscellaneous / consumable.

HAND TOOL POWER TOOL FIXTURE ELECTRONIC

3 Fill in the needed information for each label, as well as the quantity needed.

TEXT _____ QTY _____

TEXT _____ QTY _____

TEXT _____ QTY _____

TEXT _____ QTY _____

TEXT _____ QTY _____


4 Fill in your name (Print), Department, date, and turn in to your shop lead.

Your Name _____ Your Area _____ Date _____

SHOP LEADS: Verify all information is accurate, present, and accounted for. Initial form and turn in to marketing.

Dept. Lead Signature _____ Date _____

After completion, please turn in to "Labels Request Drop Off" box.

 ITD0583

FILLED OUT FORM

TOOL LABEL REQUEST FORM
Please Print Legibly

1 Check the box to the left of the label type you need. If your label will be going ON A TOOLBOX, please select TOOLBOX LABEL SET. Otherwise select the appropriate size.

3.25" x 1.5" ALUMINUM WALL HANGER CARD

2 Check the box to the left of the category your tool fits in. If it does not fit in any, please select miscellaneous / consumable.

HAND TOOL POWER TOOL FIXTURE ELECTRONIC

3 Fill in the needed information for each label, as well as the quantity needed.

TEXT IPAD Charger QTY 1

TEXT _____ QTY _____

TEXT _____ QTY _____

TEXT _____ QTY _____

TEXT _____ QTY _____


4 Fill in your name (Print), Department, date, and turn in to your shop lead.

Your Name Amber Your Area IWS Date 11/1

SHOP LEADS: Verify all information is accurate, present, and accounted for. Initial form and turn in to marketing.

Dept. Lead Signature [Signature] Date 11/3

After completion, please turn in to "Labels Request Drop Off" box.

 ITD0583

LABEL MADE



REQUEST FORMS










USING LABEL REQUEST FORMS

SHOP LABEL REQUEST FORM


1 Please check the box to the right of the label you are requesting.

IWS PARTS LABELS / MISC LABELS REQUEST SHEET


Misc Parts Labels

						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QTY	QTY	QTY	QTY	QTY	QTY	QTY


Parts Inventory Label

\$  QTY

Smiley Face Decal

 QTY

IWS Lobby Price Decal

 \$PRICE

SPRICE _____

PN# _____ QTY _____

2 Fill in your name (PRINT), department, date and turn in to your shop lead.

YOUR NAME _____ YOUR AREA _____ DATE _____

SHOP LEADS: Verify all information is accurate, present and accounted for. Initial form and turn in to marketing.

DEPT LEAD SIGNATURE _____ DATE _____

AFTER COMPLETION PLEASE TURN IN TO "LABELS REQUEST DROP OFF" BOX








IWS0187R4

FILLED OUT FORM


1 Please check the box to the right of the label you are requesting.

IWS PARTS LABELS / MISC LABELS REQUEST SHEET


Misc Parts Labels

						
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QTY	3	QTY	QTY	QTY	QTY	QTY


Parts Inventory Label

\$  QTY

Smiley Face Decal

 QTY

IWS Lobby Price Decal

 \$PRICE

SPRICE _____

PN# _____ QTY _____

2 Fill in your name (PRINT), department, date and turn in to your shop lead.

YOUR NAME Mark YOUR AREA IWS Parts DATE 10/21

SHOP LEADS: Verify all information is accurate, present and accounted for. Initial form and turn in to marketing.

DEPT LEAD SIGNATURE _____ DATE 10/21

AFTER COMPLETION PLEASE TURN IN TO "LABELS REQUEST DROP OFF" BOX

IWS0187R4

LABELS MADE



REQUEST FORMS



INDEX

Assem. – Shorthand for Assembly. Located on the Parts Flow Card.

Blue Shop Labels – Serve as markers to identify the placement of items that do not fall into the category of Tool Labels, Consumable Labels, or Safety/Warning Labels.

Brake Clean – An effective cleaning agent in removing oil, dirt and other debris.

Box Bin Labels – Used to indicate the size and type of boxes available.

Box Label – Used to easily identify the type of product contained in the boxes.

Build Order Card – Used to trigger the production of internal products for a customer. Build Order Cards are double-sided and have the Parts Flow Card on the opposite side.

Champion – Leader of a particular project. Typically known as a project leader.

Consumable Labels – These labels are used to identify shop products which are consumed on a daily basis. See the Shop Consumable Labels section for more information.

Desc. – Shorthand for Description.

Engineering Build Order Card – Used to trigger production of any internal engineering projects.

ETA – Estimated Time of Arrival.

Extra Stock Card – Used to indicate there is extra stock located in the facility that needs to be pulled first.

Freight Policy – Contains the shipping info for that particular item.

Image Bin Labels – Labels that are used to help keep kanbanded parts sorted.

Kanban – A visual system that shows you to replace what has been consumed.

Kanban Card – Used to trigger production of internal products for a kanban.

Label Being Made Card – Used to indicate that a label is being made. Card should be hung in place of the new label until it arrives.

Large Wall Hanger Card – 5" X 3" aluminum card that is cut out by the laser and is used as a backer for the label decals.

Mfg # - Shorthand for Manufacturers Part Number.

Notes Card – Used to give vendor information or special instruction for order cards.

Order Card – Used to request an external order of a product.

Part # - Shorthand for Part Number.

Parts Flow Card – Used to define the flow of an individual product through the shop.

Finished By / Date is used to indicate who did the work and the date of completion.



INDEX

P.O. – Purchase order. A commercial document and first official offer issued by a buyer to a seller indicating types, quantities, and agreed prices for products or services.

Press Brake Labels – Used to clearly identify all information needed from each piece of tooling.

Priority Build Order Card – Used on priority orders and should be fast tracked through the system. The scheduler decides what orders are of priority.

Product Decal – Used to identify the product and/or company for design/branding purposes. Product decals also include all warning labels.

QTY – Quantity.

Row – Signifies the location of a part number in the facility.

R&D – Research and Development.

Recut Card – Used when a defect is found on an internal product or part and needs top internal priority to be pulled through the system.

Safety / Warning Labels – Used to identify safety precautions or risks associated with the shop/facility.

Sent Out for Finishing Card – Used to indicate that a product has been sent out for finishing. Example: Adding zinc plating to any product.

Skin Package Label – Used to identify skin packaged products.

Small Wall Hanger Card – 3.35" X 2.3" aluminum card that is cut out by the laser and used as a backer for the label decals.

Tape Smasher – Commonly known as a Floor Tape Applicator; this device is used to “smash” the floor tape down so that there are not any air bubbles that could cause the tape to easily be removed.

Tool Labels – Labels that are used as a visual signifier to show where a tool belongs.

Vendor – Person or company offering something for sale.

Vendor P.N. – Indicates the part number that the vendor uses. This helps when ordering products as our internal part number will be different than the Vendors.

Video In Use Card – Used to signify that the Video Department has borrowed an item or that an item belonging to the video department has been checked out.



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