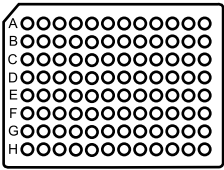


# Plate Labeling

## MULTI-WELL PLATE QUESTIONNAIRE

Please complete this form as completely as you are able. Return the completed form with any additional special requirements to your Thomas Scientific Sales Representative, or if you don't have a dedicated Sales Representative you can submit the completed form to [Karen.Masson@Computype.com](mailto:Karen.Masson@Computype.com).

|  |   |
|--|---|
| <b>Contact Information</b>   |   |
| <b>END USER COMPANY NAME:</b>  | <b>END USER EMAIL:</b>  |
| <b>END USER NAME:</b>  | <b>THOMAS REP NAME:</b>   |
| <input type="checkbox"/> Pre-printed Labels   OR <input type="checkbox"/> Pre-Labeled Plates (answer questions below)  |   |
| <div style="text-align: right;"> <input type="checkbox"/> 1   <input type="checkbox"/> 2   <input type="checkbox"/> 3   <input type="checkbox"/> 4         </div>  |   |
| <b>Bar code Label Information</b>  |   |
| Each barcode is scanned for readability prior to being sent. All sequence data is maintained so your next order will start with the next sequence number in line unless otherwise specified. Labels are good for use from -80C to 100C and are resistant to solvents such as DMSO, IPA and Methanol. If the application requires a label for -196C exposure this can be custom quoted. <b>Symbology used is code 128. Up to 10 alphanumeric characters available.</b>                              |   |
| <b>SEQUENCE START CODE:</b>  |   |
| <b>Check if static character</b> <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"/>   |   |
| <b>Plate &amp; Placement Information (applicable to pre-labeled plates only)</b>   |   |
| <b>PLATE PART #:</b> _____   |   |
| <b>SIDES TO BE LABELED:</b><br><br><div style="display: flex; align-items: center;"> <div style="text-align: center;"> <input type="checkbox"/> N<br/>  </div> <div style="margin: 0 20px;"> N: Numeric<br/> ON: Opposite Numeric<br/> A: Alphabetic<br/> OA: Opposite Alphabetic </div> <div style="text-align: center;"> <input type="checkbox"/> OA<br/><br/><br/> <input type="checkbox"/> ON </div> </div> | By default labels are applied to the center of the plate and not less than 1 mm (0.04") from the top of the skirt. Human readable is placed to the left of the barcode on the label. Please indicate in comments section if you need labels placed in a different location.<br><br><b>Plate Packaging:</b><br><br>Our standard packaging is to use plate manufacturers packaging carton labeling that includes the beginning and ending sequence numbers contained in the carton. We use a heat seal bag for the plate stack. |
| <b>Additional Details (Please describe any additional packing or project detail here):</b>   |   |
|  |   |

01/10/2025

Thank you for your interest in Pre-barcoded Labware from Thomas Scientific. Providing information about your needs and preferences as completely and accurately as you can will help us quickly provide you with a quote for your custom barcoded labware.

Here are some simple instructions we hope will help you. If you still have questions, please contact [Karen.Masson@Computype.com](mailto:Karen.Masson@Computype.com), 651-635-2944. The instructions below are listed to correspond with each section of the form.

## Contact Information

Provide your name, your company name and email address.  
Provide the name of your Thomas Scientific rep if you have one.

First indicate if you want only pre-printed plate labels that you will apply by hand ("Pre-Printed Labels") or if you would like to receive your plates already barcoded ("Pre-Labeled Plates").

**Total number of Labels:** For pre-printed labels there is a 1,000-label minimum (2 rolls of 500 labels per roll).

**Total Number of Identical Labels per plate:** Please indicate the number of identical labels needed.  
If you are hand labeling, those identical numbered labels will be repeated next to each other as they come off the roll.

- If we are placing the labels on the plate for you, there is a diagram below for you to indicate the sides you would like labeled.

## Barcode Label Information

**Sequence Start Code:** Enter all the characters you want us to use for the barcode message, including any leading zeros. This string will be the starting number for the sequence. There are check boxes you can use for any fixed prefix or suffix characters you would like. Add any additional information that may help explain or clarify your sequence in the "Additional Details" section of the form if needed. For example, your automation may require a certain size, placement, or format of the code.

## Plate & Placement Information

**Plate Part#:** Be sure to include the Thomas Scientific plate part number in the designated field.

**Sides to be Labeled:** Indicate the side(s) of the plate to be labeled. NOTE our default placement specifications and packaging specifications to the right of this section. If you need something other than what is described please indicate this in the Additional Details section of the form.

## What Happens Next?

1. After you submit this form the request will be reviewed and within 7-10 days you will receive a quote for the customized labware. The quote will include the combined labware and customization in one price.  
If there are any questions associated with your submission you will be contacted for any clarifications needed.
2. After submitting your PO for the quote, you will receive an emailed Proof Drawing for your part within 5-7 Days, showing the specifications for the placement and printed content on the labware for your approval.
3. When we receive your approval, we will move forward with producing your part and most shipments will ship within 5-6 weeks.

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