

## LABELING AND MARKING SPECIFICATIONS

**INNER PACKAGES:** Each inner package must be marked or labeled with the following: department name and requisition number, form number (including revision date, if any), title, and quantity. Mark or label boxes and wrapped packages on one end (never top, bottom, or sides), banded packages on the band, and tied packages on the chipboard or newsboard. Shrink film packages must be labeled, not marked, on the top or the end; labels may be placed inside the wrap.

**SHIPPING CONTAINERS:** Each shipping container must have a shipping label applied to one end (not top, bottom, or sides). The label shall be reproduced to (7<sup>7</sup>/<sub>8</sub> x 6<sup>1</sup>/<sub>8</sub>"") from the facsimile below in black ink on white paper. The label must be filled in accurately and legibly, using bold characters at least (1/4") high, except the "From" box which may be smaller. The name and requisition number of the receiving department must be used in the "Dept." box and "Dept. Req. No." box of shipping container labels in lieu of the name and requisition number of the ordering department. Label entries must remain clear and

legible for a period of at least two years under normal warehouse conditions. Label information may be rearranged on shipping containers of such dimensions that preclude acceptance of (7<sup>7</sup>/<sub>8</sub> x 6<sup>1</sup>/<sub>8</sub>"") labels.

**SHIPPING BUNDLES:** The information required in the facsimile below must appear in a convenient location on each shipping bundle.

**MAILED SHIPMENTS:** A separate mailing label conforming to Postal Regulations must be used for all shipments by U. S. mail.

**CAUTION:** Noncompliance with the labeling and marking specifications may be cause for the Government to reject the shipment, at destination, and return it to the contractor at his expense. After giving notice of the deficiency and affording the contractor an opportunity and a reasonable time to correct, the Government may, at its option, relabel and/or remark in accordance with the specifications and charge all costs to the contractor.

<b>FROM</b>		<b>FOR USPS DELIVERY APPLY POSTAGE</b>
DEPT.	STOCK/PROPERTY NO.	
DEPT. REQUISITION NO.	CONTROL NO.	
GPO JACKET NO.	SUB. ID NO.	
GPO ORDER NO.	TITLE	
PROGRAM/PRINT ORDER NO.	<b>TO: (DEPARTMENT ADDRESS)</b>	
FORM OR PUBLICATION NO./DATE		
QUANTITY PER CONTAINER		
PACKAGES PER CONTAINER		
_____ PKGS. OF _____		