GUIDE
TO WAREHOUSE
LABELLING

Here to help!

LINEAR STORAGE SOLUTIONS

LOCATION LABELLING

How do I label a warehouse?

- Where do I start? A question we hear often and one we will try to offer some guidance on.
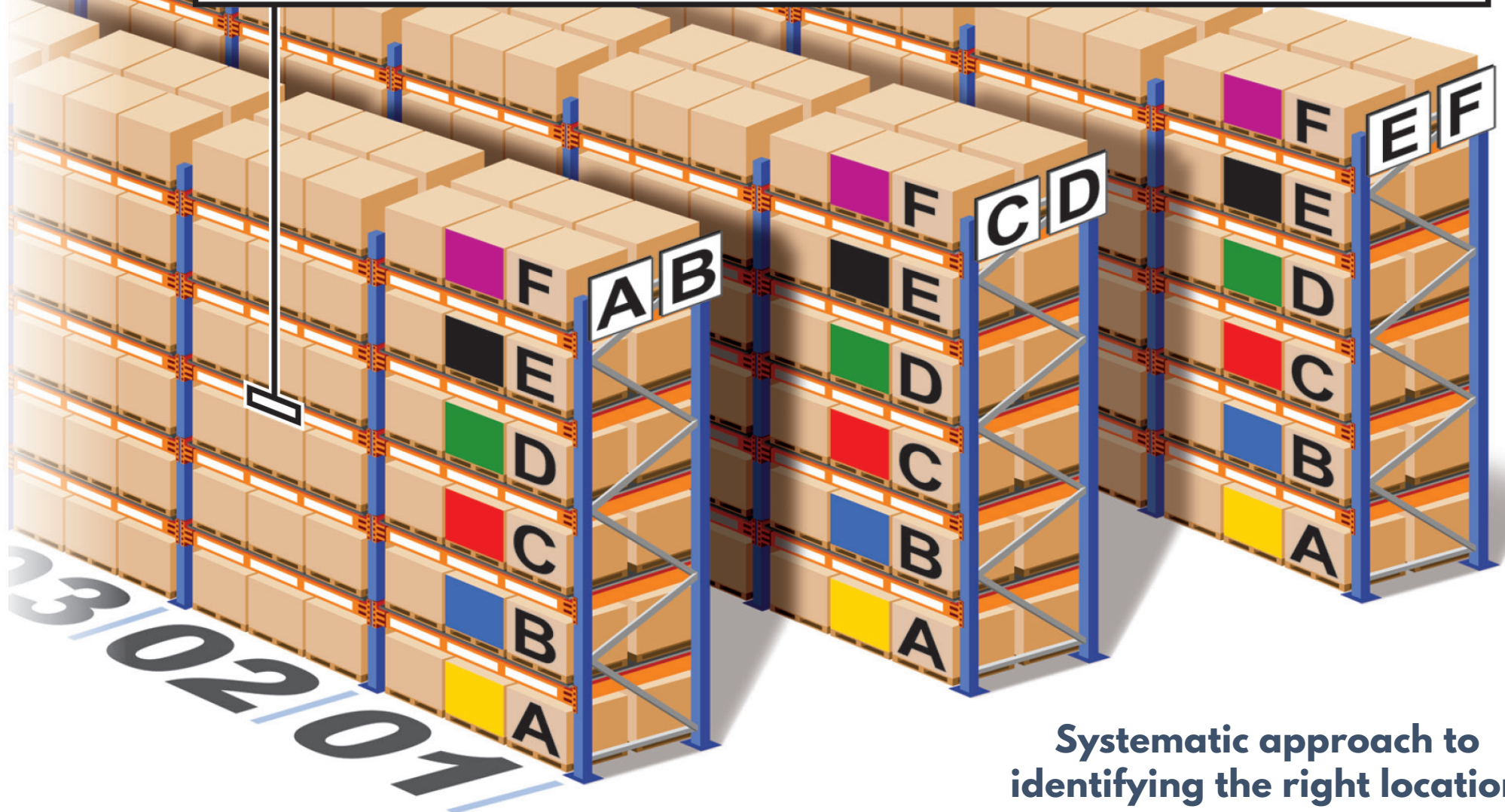
Colour | Rack | Bay | Level | Position

A-02-D2

Systematic approach to identifying the right location

Low Volume Print Runs Available

WAREHOUSE LABELLING

- Design & manufacture of code labels
- Custom printed to your design
- Can include barcodes, colour coding, check digits & directional arrows

Management of a modern warehouse needs clear and precise identification that can be quickly and easily understood by all concerned. As specialists in the design, manufacture of code labels we provide a cost-effective solution to all your labelling needs. Our project managers will design a labelling solution to meet your particular system requirements.

If you already know your requirements, then contact us for a quotation with the following data:

- Quantity of labels/Number of locations
- Typical code
- Colour requirement
- Approximate label size
- Height to top beam
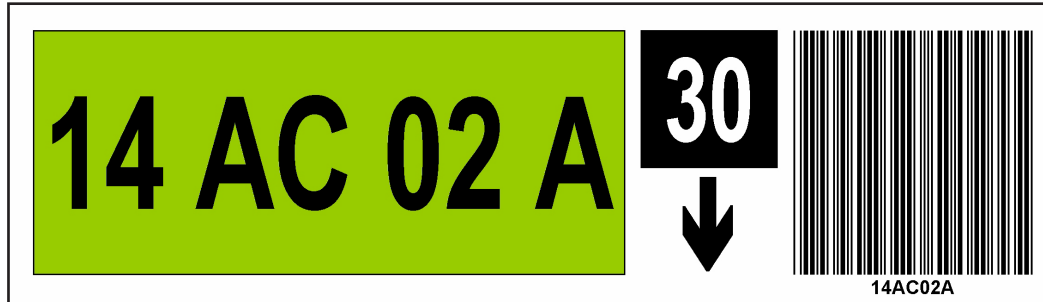- Or email an excel file of requirement

MATERIALS & COLOUR CODING

A wide variety of base materials are available for the manufacture of hard wearing code labels including:

- Polyesters
- Coloured Vinyl
- Polypropylene
- Deep Freeze
- Magnetic
- PVC
- Styrene

Colour Coding offers an additional **high visibility** quick check facility

EXAMPLES

of Label Designs you can have

Standard Labels - **Black** on **White** or **Black** on **Yellow**

A001D ↑ |||||||||

↑ A3-20-B02 ||||||| ↑

A001C ↑ |||||||||

LU26G2 ||||| **A**

A001B ↑ |||||||||

||||| [673] 01 ↓   UB **24** EC
KP C4

A001A ↓ |||||||||

01B ↑

RAW.DE12B.10.10 ▦

ZR026B ||| 93 ↑

S2B03H2 ↑

W-38-01 ▦ ↓

D01
||||||
◄ E1
||||||
◄◄ E2
||||||
◄◄◄ E3

ZR026
F ||||| 87
E ||||| 81
D ||||| 46
C ||||| 26
B ||||| 93
A ||||| 05

A-001-C ↑

003-037-02 ↑ **GJ**
003-037-01 ↓ **JA**

DA05B

AB001A **TK** ⬇

FA 03 **06** 359
FA 03 **05** 935
FA 03 **04** 543
FA 03 **03** 212
FA 03 **02** 606
FA 03 **01** 907

TG 08 **04**
TG 07 **04** 194 ↑
TG 06 **04** 753 ↑
TG 05 **04** 568 ↑
TG 04 **04** 999 ↑
TG 03 **04** 563 ↑
TG 02 **04** 056 ↑
TG 01 **04** 923 ↑
230 ↑

A 01
D
C
B
A
←

LEVEL →	A	B	C	D	E	F
BUILDING **F**	49	81	32	73	24	65
AISLE **M**						
LOCATION **41**						

CA004B
CA004A **CA004C**

B ↑
A ↓ NHD **F07** C D E

WJ69
A ↓ B ↑ C D E

DOUBLE LOCATION
DESIGN LAYOUTS

For First Beam Levels

- Reduces the quantity of labels required and essentially cost
- Bold text on white or yellow - offers clear identification

AA-01-B ↑ **30**

AA-01-A ↓ **06**

Staggered barcodes reduces mis-scanning issues

AA01B ↑

↓ **AA01A**

Use directional arrows for total avoidance of doubt

AA 01 B ↑
A ↓

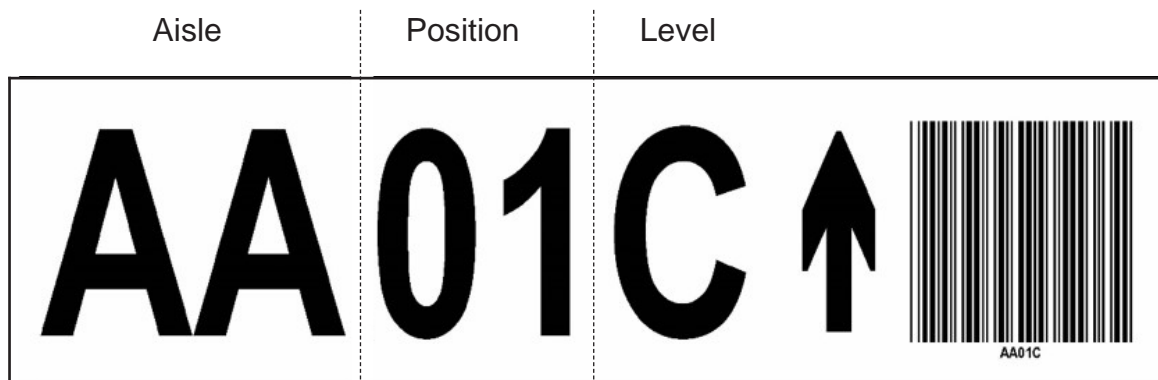A 01 B ↑

A 01 A ↓

A 01 B ↑

A 01 A ↓

Ideal for locations on the floor and first beam level.
The double text at eye level reduces the number of labels
required for manufacture and installation. Labels can incorporate
locations, directional arrows, barcodes and check digits.

SINGLE LOCATION
DESIGN LAYOUTS

For Upper Beam Levels

- Clear and precise identification for each pallet location

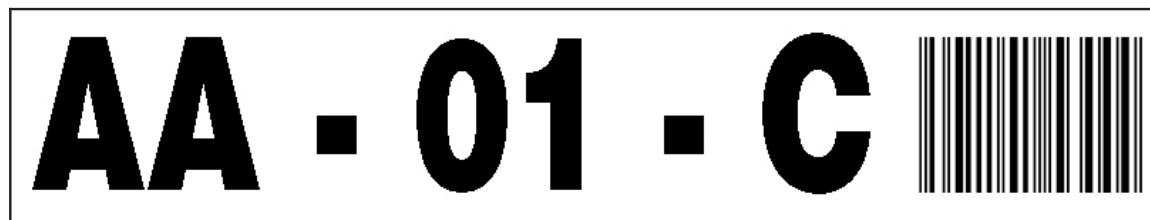## Include barcode on upper levels to assist with stock checks

Aisle	Position	Level
AA	01	C ↑			

AA01C

Use of spaces within human readable text helps the picker

Aisle	Bay	Level	Position
AA	01	E	1 ↑

801D-2 49 ↑

Use of hyphens within the human readable text helps the picker

AA - 01 - C

A location label for each pallet location, can incorporate location code, directional arrow, barcode and check digits (if required). Clear, precise identification for each and every pallet. It is often worth including barcodes on all locations, even if you do not have man up trucks for stock taking purposes.

SINGLE LOCATION DESIGN LAYOUTS

SUMMARY LOCATION
DESIGN LAYOUTS

For First Beam Levels

- Ideal where man up trucks are not available
- Scan from first beam level
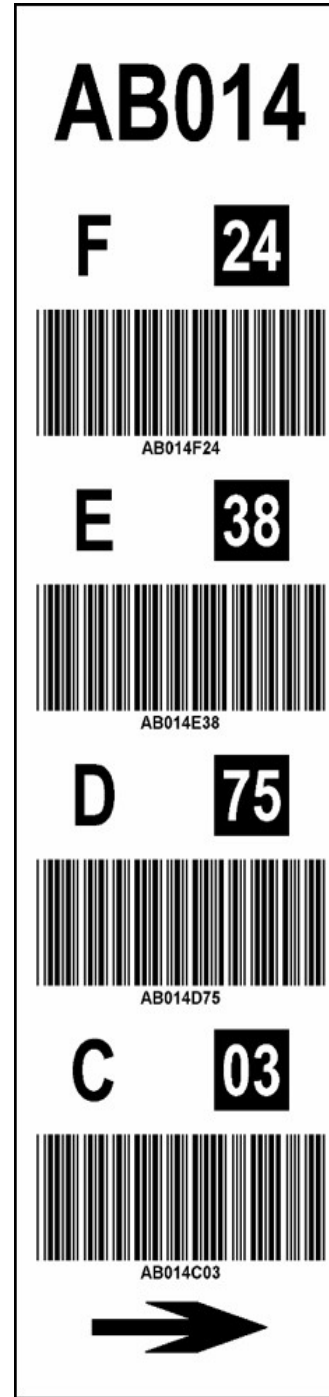
All levels barcoded on the first beam

Labels positioned on the first beam level detailing the locations and barcodes for all upper levels. Suitable for use where man up trucks are not available, the user can scan the required location from the ground, without the need to leave the truck.

UPRIGHT LOCATION
DESIGN LAYOUTS
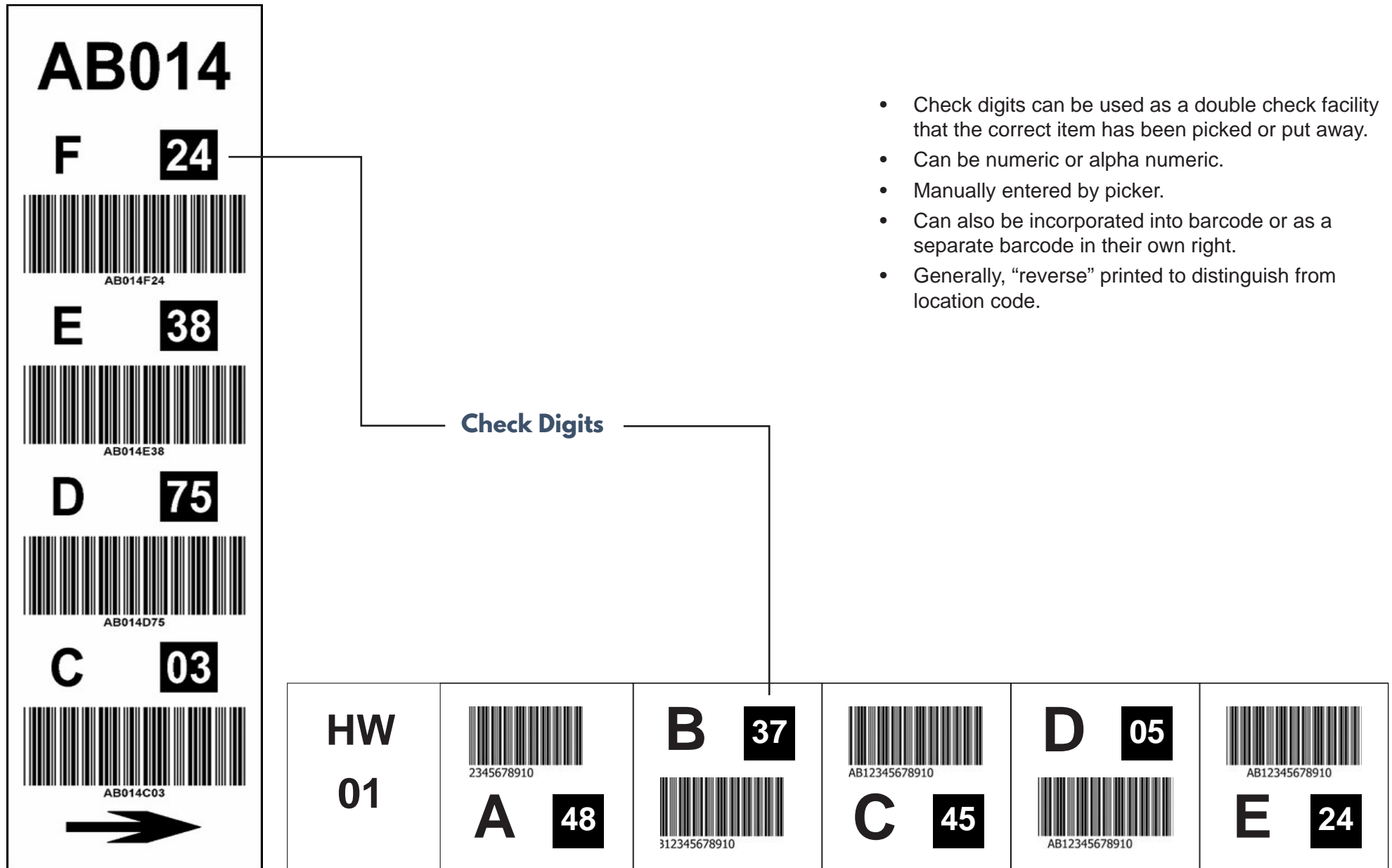
Where there are no Man Up Trucks

- Rigid PVC plates positioned at eye level
- Ideal for walkways

Manufactured on a rigid plate, the upright markers are ideal for use in walkways, fire exits or tunnel bays. The plates act like the summary labels and offer the user the facility to scan upper level locations from the ground.

AB014

F **24**

AB014F24

E **38**

AB014E38

D **75**

AB014D75

C **03**

AB014C03

→

- Check digits can be used as a double check facility that the correct item has been picked or put away.
- Can be numeric or alpha numeric.
- Manually entered by picker.
- Can also be incorporated into barcode or as a separate barcode in their own right.
- Generally, "reverse" printed to distinguish from location code.

Check Digits

HW
01

2345678910

A **48**

B **37**

312345678910

AB12345678910

C **45**

D **05**

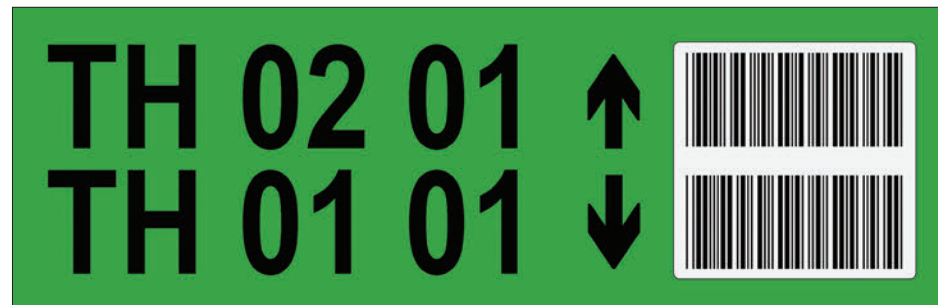AB12345678910

AB12345678910

E **24**

COLOUR - FOCUSES THE MIND

- Information in our daily life is displayed using **colour** - In transportation alone, roads, traffic signals, pedestrian crossings and airports use **colour** to organise information. Communicating this information using **colour** standards keeps us safe and helps us make decisions quickly and more efficiently.

- **Colour** has meaning everywhere. It is meant to direct our behaviour and assist in our decision making. Without **colour**, our world becomes transparent and we lose the ability to emphasise importance and communicate effectively.

- The purpose of **colour** coding is to communicate without speaking. These types of visual communications help us convey a message clearly and without misunderstanding.
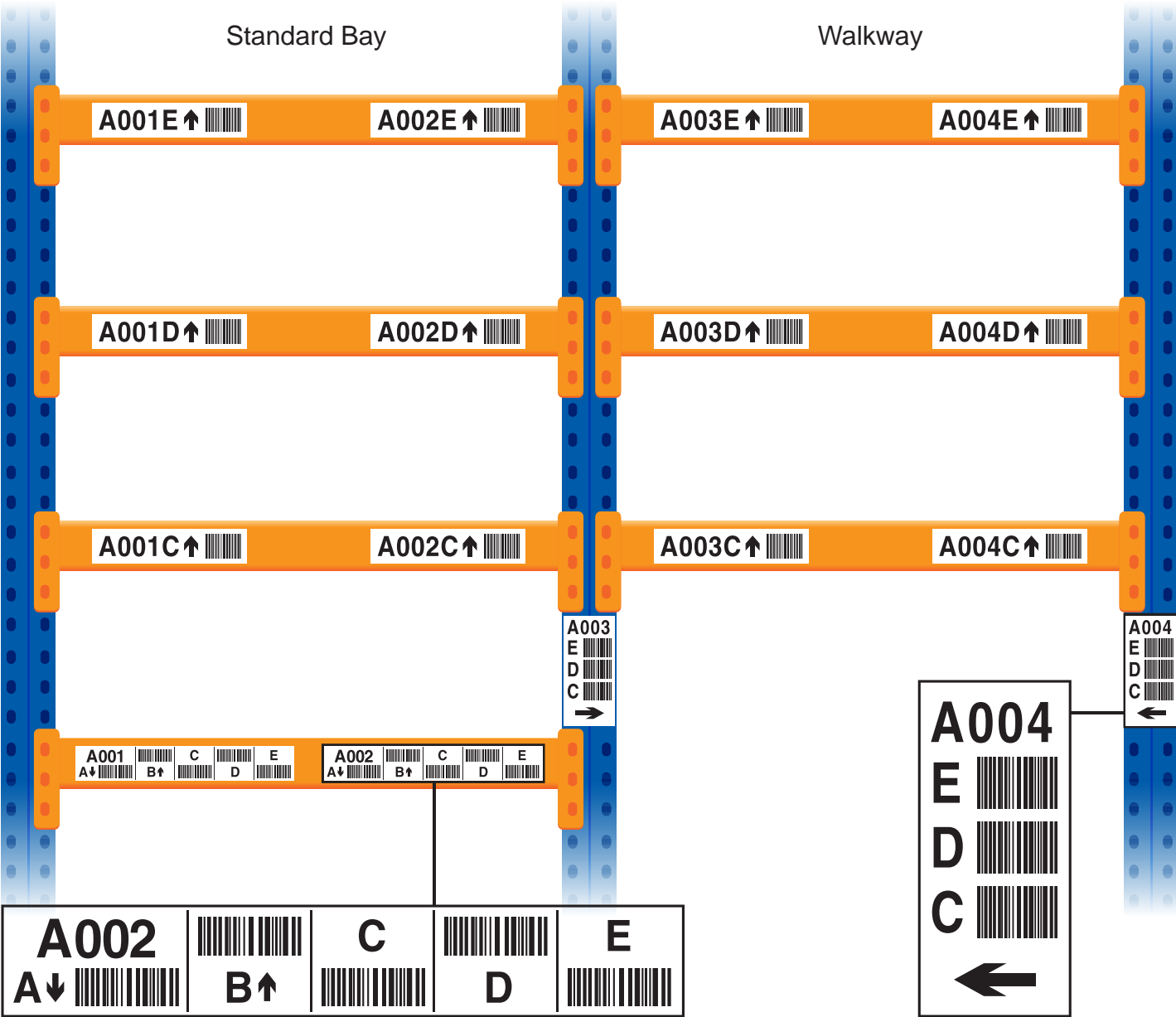
Full **colour** summary labels positioned on the first beam level or upright offer an instant cross check facility that the user is picking from the correct level at height.

AISLE A

AISLE - POSITION - LEVEL

Standard Bay

Walkway

A001E ↑ ‖‖‖‖ A002E ↑ ‖‖‖‖ A003E ↑ ‖‖‖‖ A004E ↑ ‖‖‖‖

A001D↑ ‖‖‖‖ A002D↑ ‖‖‖‖ A003D↑ ‖‖‖‖ A004D↑ ‖‖‖‖

A001C↑ ‖‖‖‖ A002C↑ ‖‖‖‖ A003C↑ ‖‖‖‖ A004C↑ ‖‖‖‖

A003	
E	‖‖‖
D	
C	
→	

A004	
E	‖‖‖
D	
C	
←	

A001	‖‖‖	C	‖‖‖	E
A↓ ‖‖‖	B↑ ‖‖‖		D ‖‖‖	‖‖‖

A002	‖‖‖	C	‖‖‖	E
A↓ ‖‖‖	B↑ ‖‖‖		D ‖‖‖	‖‖‖

A002	‖‖‖‖‖‖	C	‖‖‖‖‖‖	E
A↓ ‖‖‖‖‖	B↑		D	‖‖‖‖‖

A004	
E	‖‖‖‖‖‖
D	‖‖‖‖‖‖
C	‖‖‖‖‖‖
←	

GUIDE TO WAREHOUSE LABELLING

ESTABLISH THE REQUIREMENTS

Labels on each Beam level?   YES ☐   NO ☐

Beam Height / Depth to work out label size: ☐

Colour required?   WHITE ☐   YELLOW ☐   FULL COLOUR ☐

Does the customer require barcodes?   YES ☐   NO ☐

If yes, does the customer have man up trucks?   YES ☐   NO ☐

If no, does the customer want a summary label on the first beam with barcodes for all upper levels?   YES ☐   NO ☐
On the upright as a plate with upper level barcodes?   YES ☐   NO ☐

Are there existing labels on the beams?   YES ☐   NO ☐
If yes, consider block out material or orange vinyl

Barcode Format		
	☐	Code 39
	☐	Code 128
	☐	2D
	☐	QR Code
	☐	Other

RACKING LAYOUT

Is a drawing available?   YES ☐   NO ☐

if not, please sketch runs if possible

Number of Runs:
Doubles / Back to Back ☐
Singles ☐

Number of Bays per run? ☐

Number of Levels including the floor? ☐

Number of pallet spaces per beam? ☐

ADDITIONAL REQUIREMENTS?

End of Aisle Markers - standard 300 x 400mm for pallet racking   YES ☐   NO ☐
If yes, colour and number of digits per sign   WHITE ☐   YELLOW ☐   No of Digits per marker? ☐

Required for just 1 end of the run or double ended?   1 PER RUN ☐   2 PER RUN ☐   DIGITS? ☐

Does the customer require floor marking / safety signs?   *Leave sample/catalogue with the customer*

Linear Storage Solutions Ltd ©

www.linearstoragesolutions.com
sales@linearstorage.co.uk

or give us a call
to place orders or speak with one of our advisors:

0800 917 1103

Here to help!