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Label Printing Checklist

Your Label Printer Fleet

Make	Model	Age	Odometer*	Location	DT (Y/N)

* Odometer means how many meters of print the printer has done. Contact info@expertlabels.co.uk if you don't know how to find this out.

DT - is the printer printing direct thermal labels or not?

Printer Maintenance & Service

1. What is your printer repair plan?

2. How are printer faults reported to you?

3. Do you have all the printer support information? Contract details, printer serial numbers.

4. What preventative maintenance are you doing?

5. What is the service history of each printer?

6. Spare Parts. What spare parts do you stock? Where are they? What printer are they for?

Label and Ribbon Inventory Control

7. Describe your label/ribbon stock control and reorder system

8. Do you keep emergency stocks - where are they?

9. Do you check stock when it arrives?

Quality Control for Printed Labels

10. Can you trace incoming batches of labels?
11. Can you track who you've sent labels to? In case of a problem (i.e. unreadable barcodes).
12. Do you assess label quality before they're applied to your products or outer cases? Do you scan barcodes?
13. What quality credentials do your suppliers have?

Staff Training

14. Are your labelling systems documented? Does that include software?

15. Describe your labelling system training. I.E. in person training from external suppliers or written sheet.

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Label Management Software

16. **Where are your label templates backed up to?**

17. How well do you know what your labelling software is capable of?

18. Are you taking advantage of the automation available from your software?

19. Are your label designs protected from accidental changes?

20. How are your label designs organised and shared with users?

Labels and Ribbons

See tables overleaf

21. What are your labels used for? (product labels, asset labels, pallet labels, fresh food etc)

22. Can you print labels two or more across?

23. Have you tested different ribbon materials to your labels?

Controls and Reviews for your labelling

24. When was the last time you reviewed your labelling system?

25. Do you have a set of benchmarks and standards your processes could be compared against?

26. Do you have a report from your financial system that provides answers to supplier, frequency and cost questions?

27. Are you receiving updates on software improvements and newer versions?

28. Who is your trusted expert advisor to guide you through the complex world of labelling?

FOR HELP INTERPRETING THESE ANSWERS - EMAIL: info@expertlabels.co.uk

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Label Details

Dimensions	Qty/order	Orders/year	Supplier	Lead time	Cost / 1,000	Label Details (No. of colours, adhesive, plastic/paper, direct thermal etc)

Thermal Ribbons (if applicable)

Width & Length	Qty/order	Orders/year	Supplier	Lead time	Cost / roll	Ribbon Details (Colour & material - Resin/Wax Resin or Wax)