HOBBY LOBBY/HONG KONG CONNECTIONS SHIPPING MARKS INSTRUCTIONS
Case Pack Shipping Marks (Warehouse SKU, Standard Box)

Criteria:
SKU # between 1 and 4999999
Box Size – At least 1 ft. (30 cm) wide and 1 ft tall (30 cm)
Font – Minimum 24 point font. Print must be legible and in black

CASE FRONT AND BACK
“ORDERABLE” printed above HLS triangle
HLS Shipping Triangle
PO #: (Purchase Order Number)
SKU #: (HL SKU Number)
CTN #: (Carton Number of Total)
MADE IN (Country of Origin)
Barcode Label printed sticker placed in lower right corner

CASE SIDES
DEPT: (Department Name on SKU Level of PO)
PO #: (Purchase Order Number)
SKU #: (HL SKU Number)
DESC: (Description)
COLOR: (Color)
QTY: (Quantity)
N.W.: (Net Weight in Pounds)
G.W.: (Gross Weight in Pounds)
MEAS: (Length, Width, and Height in Inches)
Case Pack Shipping Marks (Sendout SKU, Standard Box)

Criteria:
SKU # between 5000000 and 9999999
Box Size – At least 1 ft. (30 cm) wide and 1 ft tall (30 cm)
Font – Minimum 24 point font. Print must be legible and in black

CASE FRONT AND BACK
HLS Shipping Triangle
PO #: (Purchase Order Number)
SKU #: (HL SKU Number)
CTN #: (Carton Number of Total)
MADE IN (Country of Origin)
Barcode Label printed sticker placed in lower right corner

CASE SIDES
DEPT: (Department Name on SKU Level of PO)
PO #: (Purchase Order Number)
SKU #: (HL SKU Number)
SKU #: (HL SKU Number)
DESC: (Description)
COLOR: (Color)
QTY: (Quantity)
N.W.: (Net Weight in Pounds)
G.W.: (Gross Weight in Pounds)
MEAS: (Length, Width, and Height in Inches)
Case Pack Shipping Marks (Warehouse SKU, Non-Standard Box)

Criteria:
If the box that the items are being shipped in is a non-standard shape, place both sets of marks on the same side of the case. Do not print on a seam where tape may obstruct the print.
SKU # between 1 and 4999999
Box Size – Less than 2 ft. (61 cm) wide or 2 ft tall (61 cm)
Font – Minimum 24 point font. Print must be legible and in black

CASE TOP AND BOTTOM
“ORDERABLE” printed at top center
HLS Shipping Triangle
PO #: (Purchase Order Number)
SKU #: (HL SKU Number)
CTN #: (Carton Number of Total)
MADE IN (Country of Origin)
Barcode Label printed sticker placed in lower right corner

DEPT: (Department Name on SKU Level of PO)
PO #: (Purchase Order Number)
SKU #: (HL SKU Number)
DESC: (Description)
COLOR: (Color)
QTY: (Quantity)
N.W.: (Net Weight in Pounds)
G.W.: (Gross Weight in Pounds)
MEAS: (Length, Width, and Height in Inches)
Case Pack Shipping Marks (Sendout SKU, Non-Standard Box)

Criteria:
If the box that the items are being shipped in is a non-standard shape place both sets of marks on the same side of the case. Do not print on a seam where tape may obstruct the print.

SKU #: between 5000000 and 9999999

Box Size – Less than 2 ft. (61 cm) wide or 2 ft tall (61 cm)

Font – Minimum 24 point font. Print must be legible and in black

CASE TOP AND BOTTOM
HLS Shipping Triangle
PO #: (Purchase Order Number)
SKU #: (HL SKU Number)
CTN #: (Carton Number of Total)
MADE IN (Country of Origin)
Barcode Label printed sticker placed in lower right corner

DEPT: (Department Name on SKU Level of PO)
PO #: (Purchase Order Number)
SKU #: (HL SKU Number)
DESC: (Description)
COLOR: (Color)
QTY: (Quantity)
N.W.: (Net Weight in Pounds)
G.W.: (Gross Weight in Pounds)
MEAS: (Length, Width, and Height in Inches)

Case Front and Back
Case Top and Bottom
Case Pack Shipping Marks (Warehouse SKU, Small Box)

Criteria:
If either side of the box is less than 12 in. (30 cm) wide or 12 in. (30 cm) tall, only print the barcode label on the smallest side, as long as it is at least 8 in. (20.3 cm) wide and 6 in. (15.2 cm) tall. All other information will be printed on the front and back of the case.
SKU # between 1 and 4999999
Box Size – At least 8 in. (20 cm) wide and 6 in. (15 cm) tall
Font – Minimum 24 point font. Print must be legible and in black

CASE FRONT AND BACK
“ORDERABLE” printed above HLS triangle
HLS Shipping Triangle
PO #: (Purchase Order Number)
SKU #: HL SKU Number
CTN #: (Carton Number of Total)
MADE IN (Country of Origin)
DEPT: (Department Name on SKU Level of PO)
PO #: (Purchase Order Number)
SKU #: (HL SKU Number)
DESC: (Description)
COLOR: (Color)
QTY: (Quantity)
N.W.: (Net Weight in Pounds)
G.W.: (Gross Weight in Pounds)
MEAS: (Length, Width, and Height in Inches)

CASE SIDES
Barcode Label printed sticker placed in lower right corner

Case Front and Back

ORDERABLE

L

H

S

PO #
SKU #
CTN # OF
MADE IN (COUNTRY)

DEPT:
QTY:
PO #
N.W.: LBS.
SKU #
G.W.: LBS.
DESC:
MEAS: L x W x H IN.
COLOR:
Case Pack Shipping Marks (Sendout SKU, Small Box)

Criteria:
If either side of the box is less than 12 in. (30 cm) wide or 12 in. (30 cm) tall, only print the barcode label on the smallest side, as long as it is at least 8 in. (20.3 cm) wide and 6 in. (15.2 cm) tall. All other information will be printed on the front and back of the case.
SKU # between 5000000 and 9999999
Box Size – At least 8 in. (20 cm) wide and 6 in. (15 cm) tall
Font – Minimum 24 point font. Print must be legible and in black

*If carton size satisfies more than one kind of size criteria, vendor is free to make the choice of print layout.*

CASE FRONT AND BACK
HLS Shipping Triangle
PO #: (Purchase Order Number)
SKU #: HL SKU Number
CTN #: (Carton Number of Total)
MADE IN (Country of Origin)
DEPT: (Department Name on SKU Level of PO)
PO #: (Purchase Order Number)
SKU #: (HL SKU Number)
DESC: (Description)
COLOR: (Color)
QTY: (Quantity)
N.W.: (Net Weight in Pounds)
G.W.: (Gross Weight in Pounds)
MEAS: (Length, Width, and Height in Inches)

CASE SIDES
Barcode Label printed sticker placed in lower right corner

Case Front and Back

October 2017
Inner Pack Shipping Marks (Warehouse/Sendout SKU, Standard Box) - *Optional*

Criteria:
Font – Minimum 18 point font. Print must be legible and in black

**INNER FRONT AND BACK**
- **DEPT:** (Department Name on SKU Level of PO)
- **SKU #:** (HL SKU Number)
- **DESC:** (Description)
- **COLOR:** (Color)
- **QTY:** (Inner Pack Quantity)

**INNER SIDES**
- Leave Blank

Inner Front and Back

DEPT:
SKU #
DESC:
COLOR:
QTY:

Inner Sides
Barcode Requirements

In order for Hobby Lobby’s scanners to properly read the barcode printed on your case pack the barcode needs to meet the following guidelines. The barcode type must be created in Code 128 and the length must be 19-20 characters, including a colon divider between the PO# and HL SKU#. The PO# for the barcode must match exactly what is displayed on the purchase order document sent from Hobby Lobby.

Preferably the labels should be white with a matte finish and the barcode be printed in black ink. If this is not possible, the barcode ink needs to highly contrast against the sticker color.

Code 128 (Subset A) is an alphanumeric symbology used by Hobby Lobby to scan and read barcodes during warehouse receiving. For more information or barcode generating software visit [http://www.tec-it.com/](http://www.tec-it.com/).

<table>
<thead>
<tr>
<th>Barcode Type</th>
<th>Code 128 (Subset A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Format</td>
<td>PO# (7-8 Alphanumeric Characters) – Colon Symbol (Break) – HL SKU# (11 Digits)</td>
</tr>
<tr>
<td>PO#</td>
<td>Examples: 0123456 (Sendout), W0123456 (Warehouse), or F0123456 (Fabric)</td>
</tr>
<tr>
<td>HL SKU#</td>
<td>Must contain 11 digits. Insert zeros before HL SKU# (if necessary)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sticker Label Width</td>
<td>3” (7.6 cm)</td>
<td>4” (10.1 cm)</td>
</tr>
<tr>
<td>Sticker Label Height</td>
<td>2” (5 cm)</td>
<td>4” (10.1 cm)</td>
</tr>
<tr>
<td>Barcode Width (X-Axis)</td>
<td>1.25” (3.2 cm)</td>
<td>3.5” (8.9 cm)</td>
</tr>
<tr>
<td>Barcode Height (Y-Axis)</td>
<td>0.75” (1.9 cm)</td>
<td>3.5” (8.9 cm)</td>
</tr>
<tr>
<td>Quiet Zone (Each End)</td>
<td>0.25” (0.6 cm)</td>
<td></td>
</tr>
</tbody>
</table>

![Barcode Diagram]

PO# (7-8 Characters) - Colon Symbol - SKU# (11 Digits)
**Barcode Label Location**

The barcode label must be placed within a 6” x 4” (15.2 cm x 10.1 cm) area located in the lower, right corner of the case pack. The barcode label must be placed within the area shown below to ensure the scanners can properly read the label. The barcode label should be placed on the two longest sides of the case pack in the lower right corner.
**Additional Information Location**

Whenever additional information is required to be displayed on the shipped carton due to governmental regulations, print directly on the carton or place a printed label with the required information on the carton. The information is only required on one side of the carton, but can be placed on opposite sides, and preferably on the same side as the barcode label. The information must be printed in black ink and be clearly legible. Specific instructions for additional information requirements will be communicated on the purchase order.