

GUIDE TO WAREHOUSE LABELLING

EST. 1984

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the Industrial Workspace Specialists



HOW DO I LABEL A WAREHOUSE?

This is a question we often hear - but have no fear! This handy guide will help you and your customers through the process...

IN THIS GUIDE, WE'LL COVER...

- 1.** Why Warehouse Labelling Is Important
- 2.** Warehouse Identification Planning
- 3.** Warehouse Labelling Layout & Picking Methods
- 4.** Types of Warehouse Labels and Markers
- 5.** Fixings, Materials and Colour Coding
- 6.** Anatomy of a Label
- 7.** How To Protect Labels
- 8.** DIY Label Installation vs. Professional Label Installation



WHY WAREHOUSE LABELLING IS IMPORTANT

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We can all agree labels aren't particularly glamorous, but trust us; they're the unsung heroes of efficient warehouse management.

Here's the deal: proper warehouse labelling isn't just about slapping stickers on shelves. It's about making your customer's life easier, their team happier, and their operations super slick. Let's break it down.



1. No More Treasure Hunts

You know that feeling when you're searching for a particular item in a gigantic warehouse? It's like looking for a needle in a haystack. But with clear, strategic labels, any team can find what they need without playing hide-and-seek.

2. Speedy Everything

Time is money, right? Well, efficient labelling means faster order picking, easier restocking, and quicker inventory audits. Cha-ching!

3. Mistakes, Be Gone

"Oops, I grabbed the wrong item." Sound familiar? With smart labelling, your customer will drastically reduce picking errors. Say goodbye to costly mix-ups!

4. Happy Dance for Compliance

Certain industries have regulations that make labelling a must. Avoid fines and headaches by staying compliant with clear, accurate labels.

5. Team Spirit and Training

Newbies on the team? No problem. Intuitive labels mean less time training and more time getting things done. Plus, staff will feel like warehousing rockstars when they navigate the place like pros.

6. Space Maximisation

Warehouse real estate is precious. Well-designed labels help optimise shelf space, ensuring every inch is put to good use.

WHY WAREHOUSE LABELLING IS IMPORTANT

7. Data, Glorious Data

Labels aren't just labels anymore. Modern tech can integrate barcodes and RFID for real-time tracking and analytics. Data-driven decisions, anyone?

8. Flexibility Rules

Warehouse layouts change – it's a fact. But fret not! Smart labelling systems adapt easily to shifts in setup.

9. Future-Proofing

As a business grows, the warehouse will too. Start with effective labelling now, and your customer will save themselves from a labelling nightmare later.

10. Professionalism, Checked

When clients, partners, or higher-ups visit the warehouse, well-organised labels showcase professionalism. Your customer will impress them before they even step through the door.

**NEAT, ORGANISED
SURROUNDINGS HAVE A
POSITIVE IMPACT ON YOUR
TEAM'S MORALE.
A CLUTTER-FREE
WAREHOUSE WITH CLEAR
LABELS IS A PLACE WHERE
PEOPLE ENJOY WORKING.**

Bonus!





WAREHOUSE IDENTIFICATION PLANNING

Whether your customer is overseeing a small storage facility or managing a sprawling distribution centre, the principles of warehouse identification planning are essential for optimising productivity, reducing errors, enhancing safety, and ensuring the efficient flow of goods.

Think of this section as your blueprint for helping your customer create a labelling system that streamlines their warehouse and sets them up for long-term success.

Let's get started...



1. Know Your Space Inside Out

You wouldn't build a house without a blueprint, right? Well, same goes for labels. Get familiar with the warehouse layout, shelving units, and storage zones. Sketch it out or use digital tools – whatever floats your boat.

2. Divide and Conquer

Split the warehouse into logical sections. This could be based on products, categories, or frequency of use. The key is to keep it intuitive for the team.

3. Label Hierarchy

Think big to small. Start with aisle markers that guide the way, then shelf labels for precise location. Imagine it as a digital map that teams can navigate with ease.

4. Choose Your Weapons (Materials)

Labels need to withstand the warehouse hustle. Opt for durable materials that won't fade, peel, or crumble under pressure. Vinyl, magnetic, or even plastic – pick what suits the vibe.

5. Embrace Colour Coding

Colours aren't just for rainbows. They're also the ticket to quick identification. Assign colours to different zones, products, or even urgency levels. Visual cues are your friends!

6. Label Design 101

Keep it clean, clear, and consistent. Use bold fonts, large text, and ample spacing. Avoid the urge to overload with info – stick to essentials like product codes and descriptions.

7. Test, Test, Test

Before your customer plasters labels all over, do a pilot test. Get feedback from the team. Are they finding it easy to navigate? Is anything confusing? Tweak as needed.

8. Tech It Up (Optional)

For the tech-savvy, consider barcodes or RFID. These digital buddies add a layer of automation to the tracking game. Scan, locate, conquer.

9. Plan For Growth

The warehouse won't stay the same forever. Leave room for expansion, new categories, and layout changes. Flexibility is your secret sauce.

10. Installation Party

Time to stick those labels like a pro. Make sure they're level, visible, and not obstructed by anything. Precision matters!

11. Educate Your Team

The labels are up, but the team needs to know the new system. Organise a training session and provide them with easy-to-understand guides.

12. Maintenance Mode

Labels are not "one and done." Regularly inspect and replace damaged or faded labels. A little upkeep goes a long way.



**DON'T FORGET SAFETY!
INCLUDE SAFETY SIGNS
AND LABELS FOR
HAZARDOUS AREAS OR
EMERGENCY PROTOCOLS.
SAFETY FIRST, ALWAYS.**

3

WAREHOUSE LABELLING LAYOUT & PICKING METHODS

4

TYPES OF WAREHOUSE LABELS & MARKERS

TYPES OF WAREHOUSE LABELS & MARKERS

1. Single Location Labels

Simple yet oh-so-effective. These labels pinpoint the exact spot where a product or pallet is stored. They can incorporate location code, directional arrows, barcode, and check digits.

We recommend including barcodes on all locations for stock-taking purposes, even if your customer doesn't have man-up trucks.



2. Double Location Labels

Feeling fancy? These labels give double the info, reducing the number of labels required for manufacture and installation. They're perfect for locations on the floor and first beam level.

These labels can include location code, directional arrows, barcodes, and check digits.



3. Multi-Level Labels

Also known as Split Beam or Summary labels, these larger labels are positioned on the first beam level detailing the locations and barcodes for all upper levels, giving an overview in a split-second.

Suitable for use where man-up trucks aren't available, the user can scan the location from the ground without the need to leave the truck.



4. Upright Labels

A variation of multi-level labels, these are manufactured on a rigid plate, upright labels are ideal for use in walkways, fire exits, or tunnel bays.

The plates enable the user to scan upper-level locations from the ground.

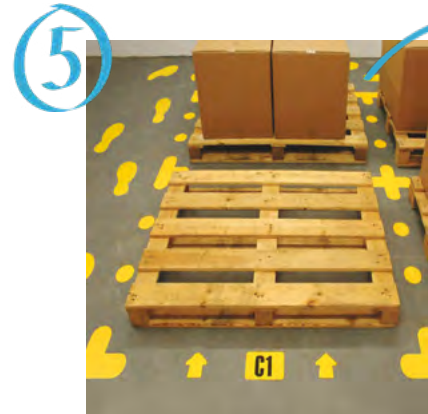


TYPES OF WAREHOUSE LABELS & MARKERS

5. Floor Identification Labels and Markers

Keep it grounded – literally. Floor labels guide teams to specific zones or storage areas, helping them locate items while keeping the site neat and tidy.

Floor markers need to be durable to withstand heavy floor traffic, making them perfect for areas with high levels of activity.



6. Aisle and Bay Markers

Aisle and bay markers provide clear and visible identification of racking aisles and bays, making it easy for employees to locate items and navigate the warehouse.

7. Weight Load Notices

Weight load notices are like safety cheat sheets. They display how much weight a specific section of racking can handle without causing trouble. These notices are perfect to help your customers comply with mandatory regulations around safe loading of racking.



8. Pallet Labels

Pallets, the workhorses of warehouse operations. Slap a label on these to know exactly what's stacked on them. From goods-in to goods-out, pallet labels keep the flow smooth.



9. Tote and Bin Labels

Bins and totes – where the magic happens. Bin labels ensure everything has a home. Need a certain widget? Just check the label.

5

FIXINGS, MATERIALS & COLOUR CODING

Label Fixings

1. Self-Adhesive

Peel, press, and voilà, the label is in its happy place. Self-adhesive labels work on many surfaces, from shelves to bins. They come in a variety of materials, be it polyester, paper, or vinyl - providing a cost-effective, permanent solution for ambient room temperature warehousing.

2. Magnetic

Will your customer's warehouse setup do the occasional cha-cha? Magnetic labels are their dance partners. Pop them onto metal surfaces like racks or shelves, and they'll stay put while still being easily repositioned. They're also great for cold store environments as they don't fall off or become illegible due to the extreme temperature.



Materials

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

- **Paper-based:** Traditional and versatile, these labels seamlessly integrate into practically any environment. Perfect for labelling applications where durability isn't a huge concern.
- **Vinyls:** Flexible, versatile, and one of the most cost-effective labelling materials around. However, they aren't the most durable when it comes to withstanding chemicals and harsh conditions, both indoors and outdoors. An option for increased durability is to add an overlaminant.
- **Polyesters:** For those seeking durability that stands the test of time, polyester labels are the epitome of resilience, boasting a higher resistance to tears, heat, chemicals, abrasion, and moisture. These work well in a number of environments, especially in industrial and agricultural settings.
- **Block-Out:** When labelling over old labels, block-out material is thick enough to prevent barcode and information bleed-through.



FIXINGS, MATERIALS & COLOUR CODING

Colour coding involves assigning specific colours to different zones, products, or categories within a warehouse, and it offers several key benefits that contribute to the smooth operation of any logistics facility.

Navigation

First and foremost, colour coding simplifies navigation within the warehouse. In a busy and fast-paced environment, it can be challenging for employees to quickly locate items, especially when dealing with large quantities of different products. By associating colours with specific areas or types of goods, employees can quickly identify the correct location or product, reducing the time spent searching and minimising errors. This translates into improved order accuracy and faster order fulfilment, ultimately leading to higher customer satisfaction.

Safety

Colour coding also enhances safety. In a bustling warehouse, safety is a top priority. Colour-coded labels can be used to mark hazardous areas, emergency exits, or safety equipment, ensuring employees and visitors are aware of potential risks and can respond accordingly. This proactive approach to safety minimises accidents and helps warehouses comply with safety regulations and avoid costly fines.

Inventory Management

Additionally, colour coding can aid in inventory management and stock rotation. By using different colours for product categories or SKU types, warehouse managers can implement efficient first-in, first-out (FIFO) or last-in, first-out (LIFO) inventory management practices. This reduces the risk of product spoilage or obsolescence and optimises the use of available storage space.

In Summary...

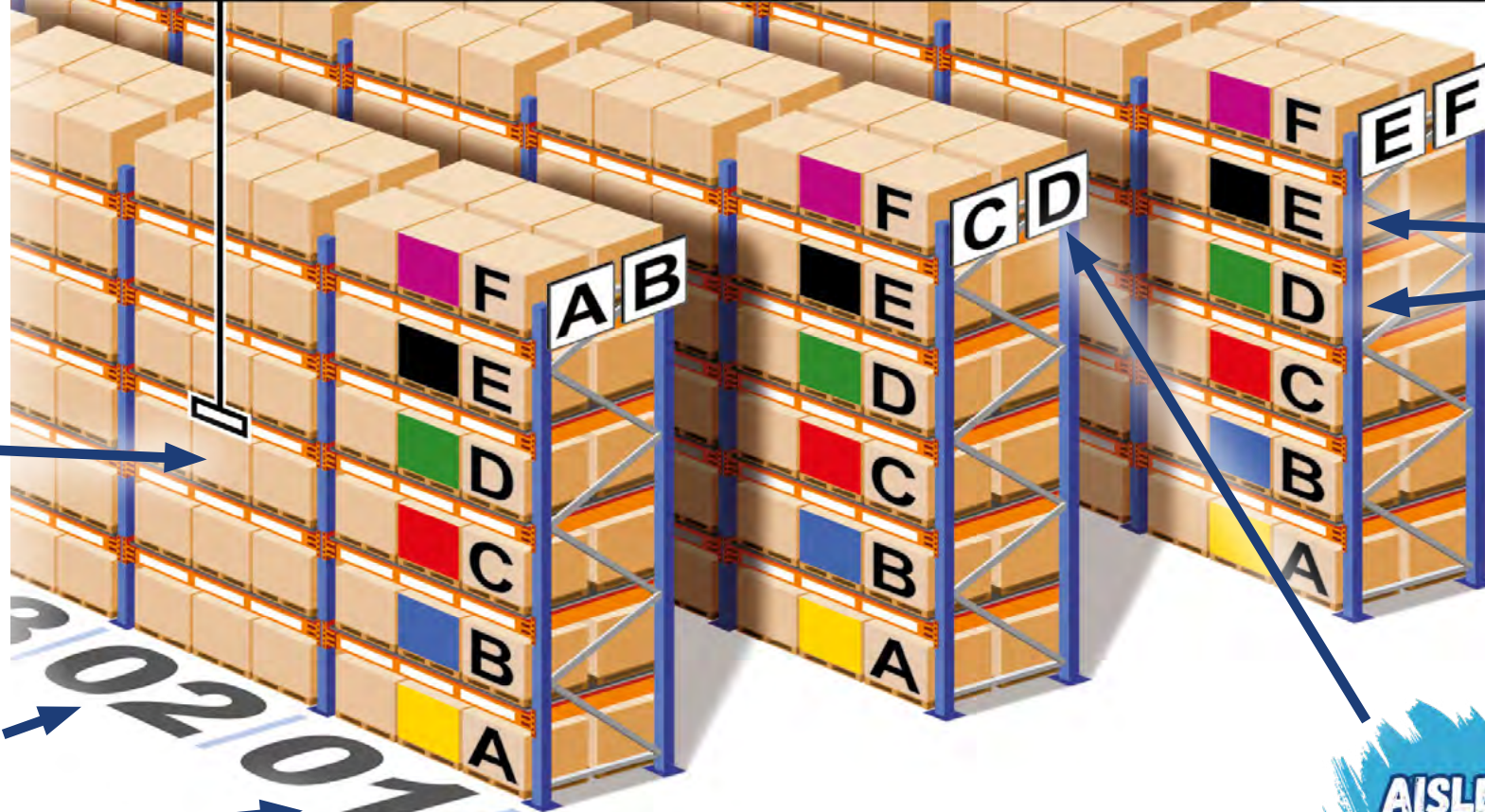
Colour coding in warehouse labelling is far more than a cosmetic choice; it's a strategic tool that simplifies navigation, reduces errors, and contributes to a warehouse operation's overall efficiency and profitability.





LABEL ANATOMY & DESIGNS

LABEL ANATOMY & DESIGNS - WAREHOUSE LAYOUT



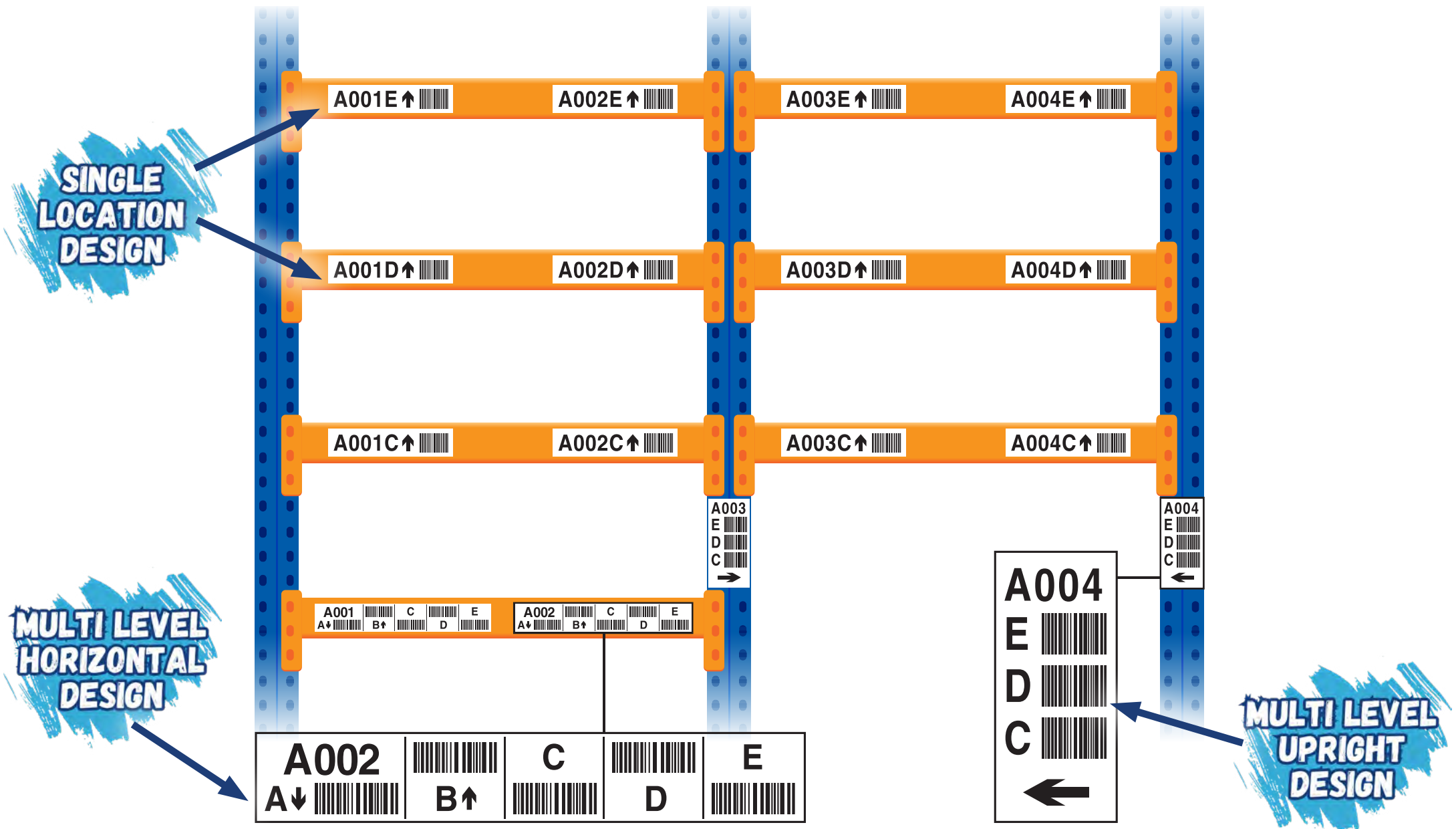
BIN

BAY

LEVEL

AISLE

LABEL ANATOMY & DESIGNS - A CLOSER LOOK AT A BAY



**SINGLE
LOCATION
DESIGN**

**MULTI LEVEL
HORIZONTAL
DESIGN**

**MULTI LEVEL
UPRIGHT
DESIGN**


A002		C		E
A↓		B↑		

A004	
E	
D	
C	

LABEL ANATOMY & DESIGNS - USE OF CHECK DIGITS


AB014

F **24**




AB014F24

E **38**




AB014E38

D **75**




AB014D75

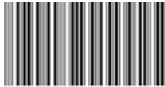



C **03**



AB014C03



Check Digits

HW 01	 <p>2345678910</p> <p>A 48</p>	<p>B 37</p>  <p>312345678910</p>	 <p>AB12345678910</p> <p>C 45</p>	<p>D 05</p>  <p>AB12345678910</p>	 <p>AB12345678910</p> <p>E 24</p>
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Check digits can be used to help prevent mistakes when pickers are collecting or stocking items. It's an extra check to ensure they're at the right location.

An additional two digit number is assigned to each location (can be numeric or alpha numeric). This is placed on the location label itself or a separate label entirely. The check digit can also be used alongside a barcode or as a separate barcode in its own right.

Check digits are generally "reverse" printed to distinguish from the location code.

They are especially useful in warehouse environments that use voice picking.

LABEL DESIGN EXAMPLES

A001D ↑ 

↑ A3-20-B02  ↑

A001C ↑ 

LU26G2  **A**

A001B ↑ 

 **673** KP C4 **01** ↓ UB **24** EC

A001A ↓ 

01B ↑

RAW.DE12B.10.10 

ZR026B  **93** ↑

D01



◀ E1



◀◀ E2



◀◀◀ E3



ZR026

F  87

E  81


D  46

C  26

B  93

A  05

S2B03H2 ↑ 

W-38-01  ↓

A-001-C ↑

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

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

DA05B

AB001A **TK** ↓

A 01
D
C
B
A
←

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

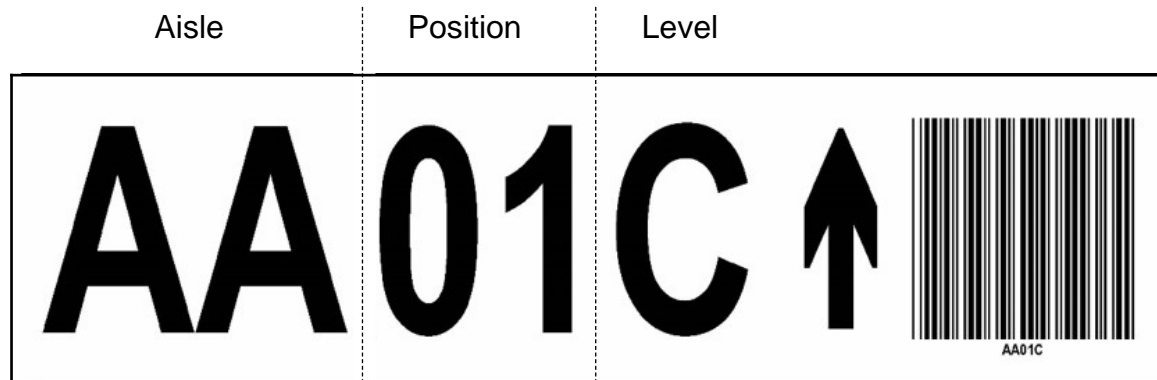
CA004A	CA004B	CA004C
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B ↑	NHD F07	C	E
A ↓		D	

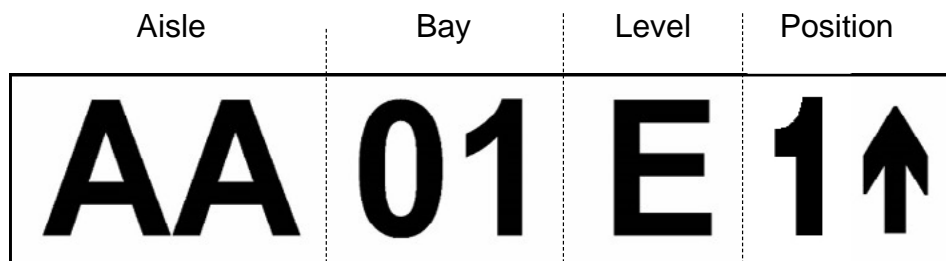
WJ69	C	E
A ↓	B ↑	D

SINGLE LOCATION DESIGN LAYOUTS

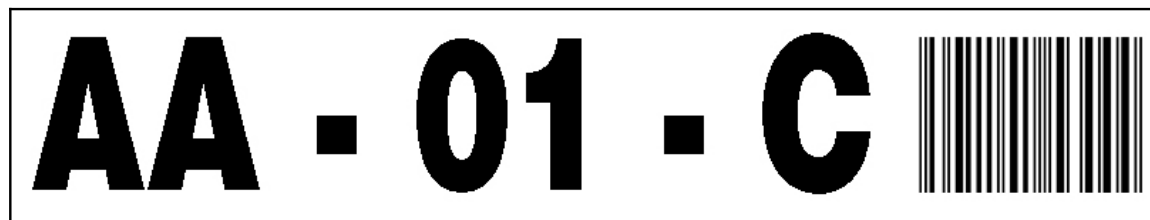
Include barcode on upper levels to assist with stock checks



Use of spaces within readable text helps the picker



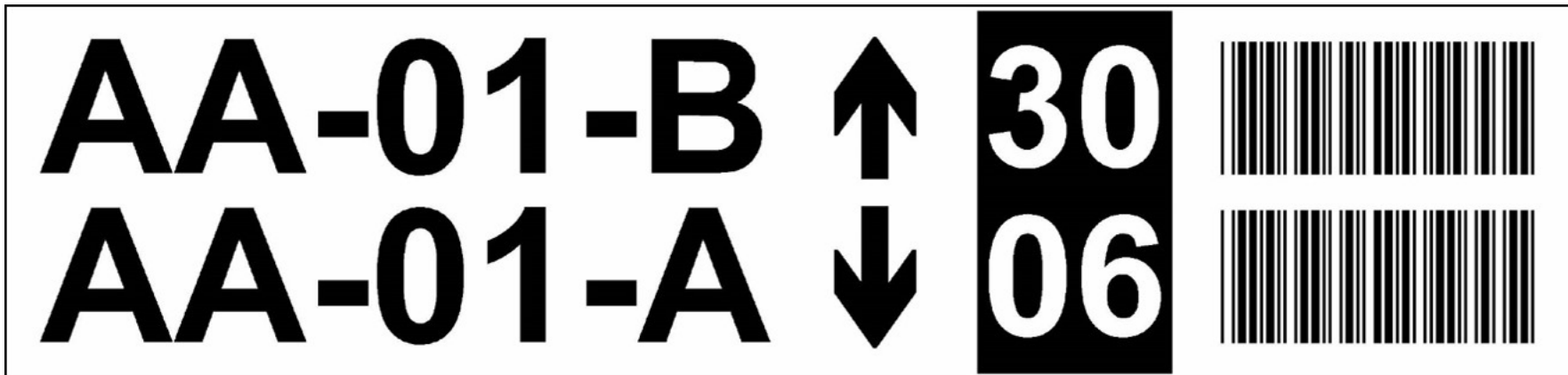
Use of hyphens within the readable text helps the picker



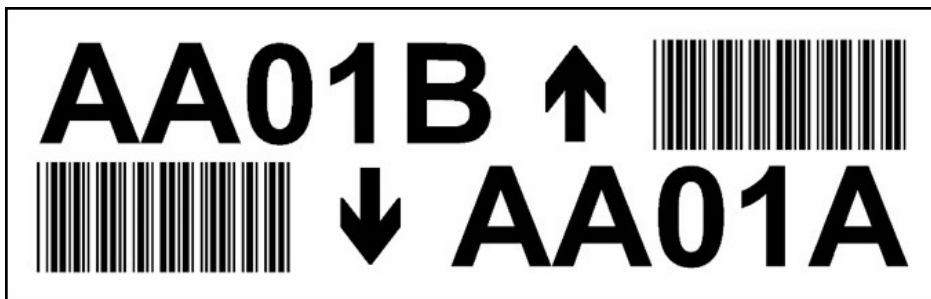
A location label for each pallet location. These can incorporate location code, directional arrow, barcode, and check digits (if required). They provide clear, precise identification for each and every pallet.

It's often worth including barcodes on all locations, even if your customer doesn't have man-up trucks for stock taking purposes.

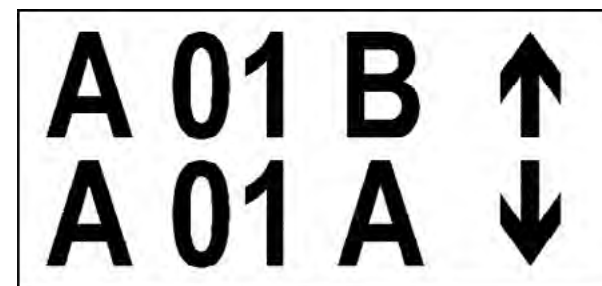
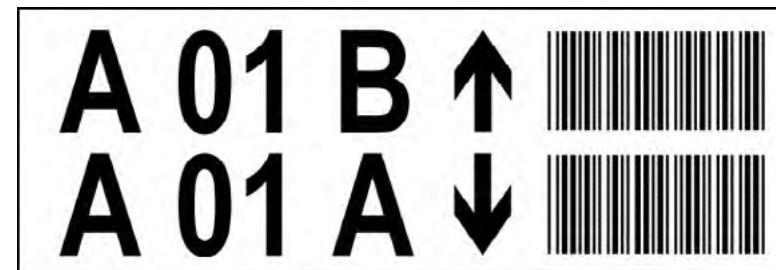
DOUBLE LOCATION DESIGN LAYOUTS



Staggered barcodes reduces mis-scanning issues



Use directional arrows to eliminate any confusion



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.

MULTI-LEVEL DESIGN LAYOUTS

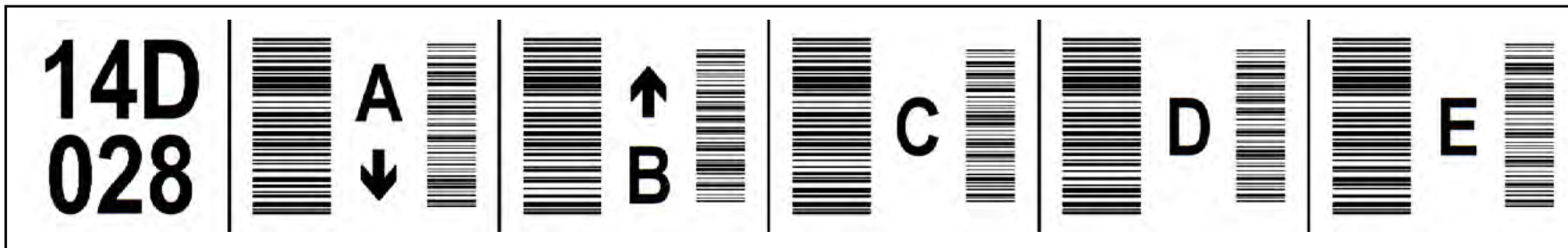
Also known as **Split-Beam** or **Summary** labels

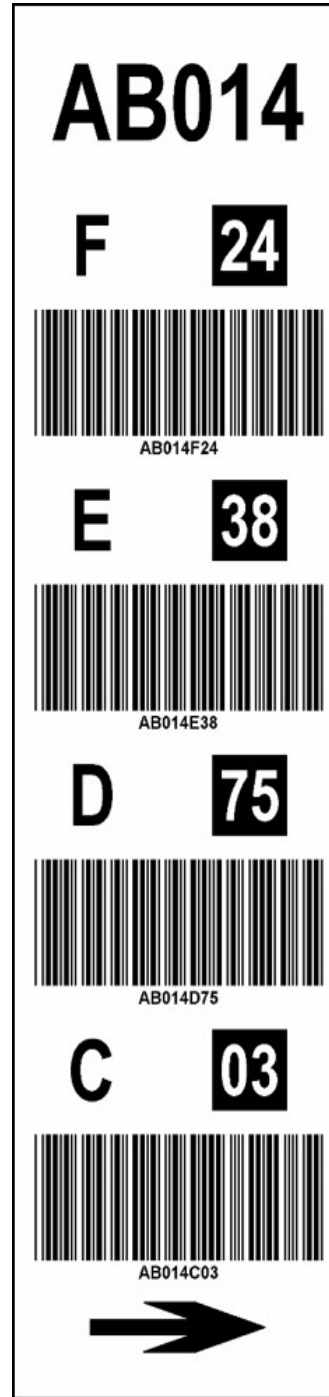


All levels barcoded on the first beam

Labels positioned on the first beam level detailing the locations and barcodes for all upper levels.

Suitable for use where man-up trucks aren't available. The user can scan the required location from the ground without the need to leave the truck.





Multi-level labels can also come in an Upright variety.

Manufactured on a rigid plate, the upright markers are ideal for use in walkways, fire exits, or tunnel bays.

They enable workers to scan upper level locations from the ground level.



HOW TO PROTECT LABELS

HOW TO PROTECT LABELS

It's Hard Out Here For a Label

Label life in a warehouse can be rough. Products move, shelves get bumped, and labels might face the occasional spill.

Ticket or label holders provide a layer of armour, keeping labels safe and sound. They come in various shapes and sizes and are the ultimate defence against wear, tear, and the elements.

Ticket Holders vs. Label Holders

Both ticket holders and label holders maintain the integrity and visibility of labels used for inventory identification. However, there are a few key differences:

- **Ticket Holders:** The label insert is top-loading, making long lengths of ticket holders far easier to update than label holders. Ticket holders are also more robust and sturdy, making them the more popular choice for warehouse environments.
- **Label Holders:** The label is inserted at the side instead of the top, making updates of long lengths difficult. On the plus side, label holders have more flex than ticket holders, making them slightly better for surfaces that aren't entirely smooth. They can also be easily cut to size with standard scissors.

Ticket Holders

Insert is top loading



Label Holders

Easily cut to size



HOW TO PROTECT LABELS

Not to Forget Ticket Pouches!

Ticket pouches are another way to keep labels safe. They're made from flexible PVC and come in five different colours, facilitating easy colour coding for various zones. They're particularly well-suited for 5S lean environments or any setting where visual management is crucial.

Additionally, the pouches are designed to open at both the top and side, ensuring quick and convenient access to the label insert.

Plus, Extra-Large Ticket Holders

Beaverswood[®] Extra Large Ticket Holders are unique to the market and deliver the perfect solution for heavy-duty and large beam warehouses.

Being 125mm high, they provide maximum visibility and clarity for labels, helping workers quickly and easily identify the contents of each rack or shelf, reducing the risk of errors and improving efficiency.

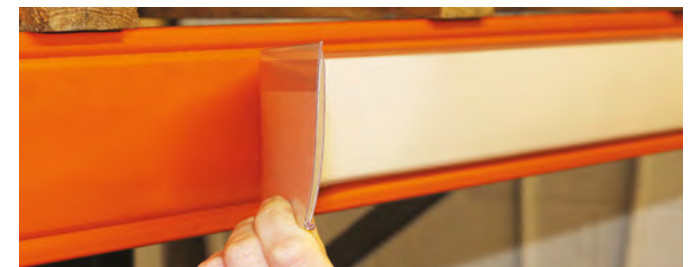
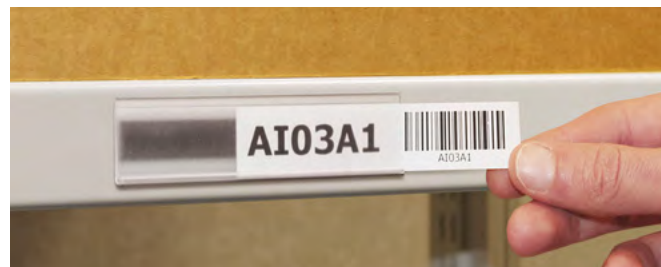


Benefits of Holders

- **Clarity and Legibility:** Ticket and label holders ensure that labels remain clear and legible. This is crucial for quick and accurate product identification, reducing the chances of errors in picking, packing, and shipping orders.
- **Consistency:** Holders provide a consistent location for labels. This uniformity is essential for maintaining an organised and easily navigable warehouse.
- **Durability:** Holders are typically made from durable materials, such as PVC, designed to withstand the rigours of a warehouse environment. They protect labels from damage due to handling, abrasion, moisture, dust, and other potential hazards.
- **Easy Label Updates:** Ticket and label holders make it easy to update or change labels. This flexibility is useful in situations where products frequently rotate, or inventory levels change regularly. Instead of repositioning or reprinting labels, warehouse staff can simply replace or update the label inside the holder.
- **Cost-Efficiency:** Over time, holders can contribute to cost savings. They help prevent the need to re-label or reposition labels, reducing waste and printing costs. Additionally, the improved accuracy and efficiency associated with their use can lead to cost savings in labour and reduced error-related expenses.

How to Choose the Right Holder

- **Size Matters:** Pick a holder that fits the label snugly. Too small and it's a struggle to insert the label. Too big and the label might slide around inside.
- **Material Magic:** Opt for heavy-duty materials like PVC. It's clear enough to display the label while withstanding the challenges of warehouse life.
- **Attachment Options:** Holders can be adhesive or magnetic. Choose the one that matches the labelling setup and surface type.
- **Accessibility:** Consider how often your customer needs to switch out labels. Ticket holders are top-loading, making it a breeze to change long lengths of inserts when needed.





DIY LABEL INSTALLATION VS. PROFESSIONAL INSTALLATION

DIY LABEL INSTALLATION VS. PROFESSIONAL INSTALLATION

“Can’t I Just Get My In-House Team to Label Everything?”

We hear your customer ask. Well, we might sound biased, but we highly recommend using an experienced labelling manufacturer to install any location labelling system.

At first glance, label installs might seem like an easy job (how hard can it be to slap some stickers around the place, right?). Yet we guarantee a DIY installation project will rarely go smoothly.

This is because of:

- **Loss of productivity:** Using internal warehouse workers will create its own set of labour challenges, especially when factored with our second point...
- **Overruns:** DIY installations often take far longer to complete than those carried out by specialists, due to the level of expertise required to install signs, aisle and bay markers, dock signs, hanging zone markers, and more.
- **Mistakes:** Out of sequence labels means costly re-prints and re-installations – eating up more valuable time and labour resources.
- **Poor end results:** In-house workers rarely have the experience required to ensure the labels effectively adhere to the surface, leading to labels that curl, peel, and eventually fall to the floor.

Contact us to save your customer’s the time, cost, and headache of a DIY install

T: 01189 796 096

E: sales@beaverswood.co.uk



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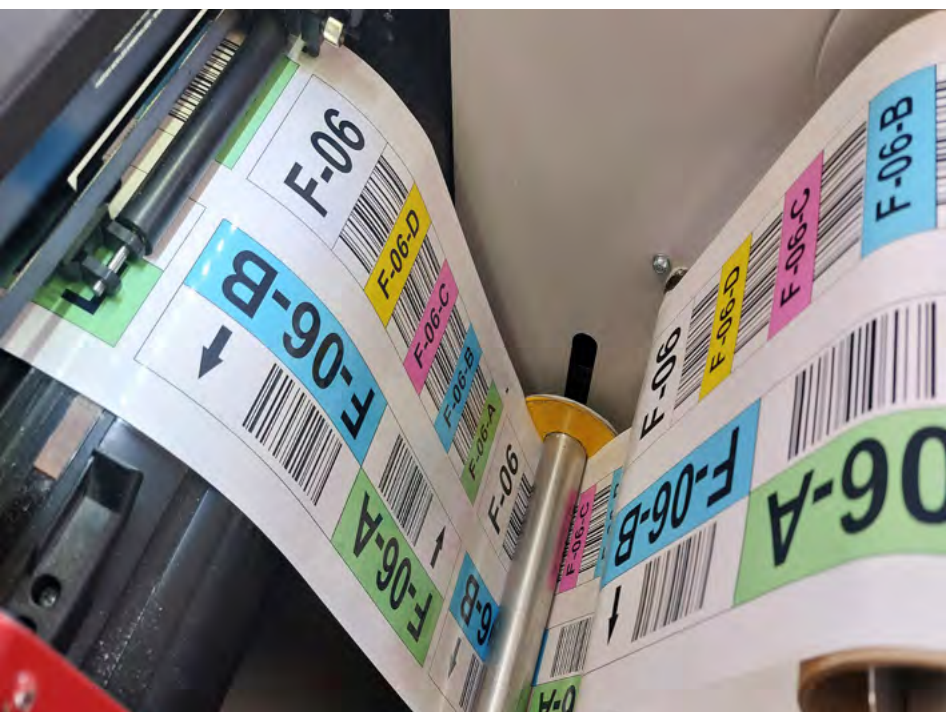
YOUR LABELLING

PARTNER

BEAVERSWOOD® - YOUR LABELLING PARTNER



Low Volume Print Runs Available



Modern warehouses need an effective labelling and identification system for easy navigation, effective workflow and so stock can be identified in its rightful place to maximise order picking and minimise costly errors.

Beaverswood® can design and manufacture labels to suit your customer's needs, including the incorporation of barcodes, directional arrows, and check digits as required. We can also provide full colour lamination on our labels, which not only enhances the look and feel of them but also protects them from spills and abrasions – not to mention dirt, grease, and smudges can be cleaned off more easily.

Additionally, we can carry out label installations in either new or occupied warehouses, working around your customer's operations. Our service includes advice and consultation in the planning stage, hire of equipment, and installation fulfilled by trained and qualified personnel.

So, whether your customer is after label printing or the full works including installation, we're here to help you every step of the way!

Already know what labels your customer needs?

If this isn't your first warehouse labelling rodeo, simply contact us for a quotation with the following information:

- Quantity of labels and/or number of locations
- Typical code
- Colour requirement (full colour laminated available)
- Approximate label size
- Base material (paper based, vinyl, polyester, magnetic, block out, etc.)
- Height to top beam (for install purposes)
- Whether you require print, install, or both

INTERESTED IN OVERBRANDING THIS GUIDE WITH YOUR COMPANY DETAILS & LOGO?

Simply get in touch (marketing@beaverswood.co.uk)
and we'll work our magic!

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**or give us a call to speak with one of our
warehouse labelling experts:**

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