

Asset Tagging Label Specification Document

1. Document Purpose

This document defines the specifications for asset tagging labels to ensure consistency, durability, and scannability across all company-owned assets.

2. Label Size & Material

Specification	Details
Label Dimensions	50 mm x 25 mm (2" x 1")
Material	Polyester or Vinyl, Waterproof & Tear-resistant
Adhesive	Permanent, Industrial-Grade
Finish	Matte, Non-glare

3. Label Design

Element	Description
Company Logo	Top left corner, scaled to fit label
Asset ID	Alphanumeric, 10-12 characters, bold, min. font size 9pt
Barcode	Code 128 or QR, matches Asset ID, width at least 25 mm
Text	"PROPERTY OF [COMPANY NAME]" at bottom or top right

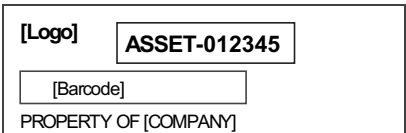
4. Printing Requirements

- High-resolution printing (minimum 300 DPI)
- Ensure barcode is scannable with handheld readers
- Durable ink, fade-resistant

5. Placement Guidelines

- Labels must be placed on a flat, clean, and non-obstructed surface
- Avoid areas susceptible to high wear or exposure to chemicals/heat
- Label should be visible without moving the asset

6. Sample Label Layout



Important Notes

- This specification should be reviewed annually for compliance and improvements.
- Labels should be replaced immediately if damaged or illegible.
- Always verify barcode data matches the asset management system.
- Proper surface cleaning before label application ensures maximum adhesion.

