



To: Data Protection Clients  
From: Williams Data Management  
Re: Media Barcode Labeling & Submittal

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Dear Client:

Barcode labels need to be applied to your media before submission to Williams Data Management. Attached is a worksheet that illustrates where to affix these labels to your media. We ask that these instructions are followed in order to help us manage your media in a professional manner.

The first 4 numbers on each label is your Williams Data Management VAULT account number. This number is exclusive to each of our Data Protection Clients. The numbers that follow are your media inventory number.

**Please be sure to enter the media inventory numbers on your submittal forms with the descriptions and return dates EACH time you submit any media to Williams.**

Please feel free to contact our office at **(323) 234-3453** in the event that you have any questions about our procedures or if you require additional labels.

Thank you in advance for your cooperation.

Sincerely,

*Mark Williams*



In order to keep a systematic and organized media library and for ease of scanning your media for inventory, the barcode label should be affixed vertically in the center of the bound side of the media case with the barcode strip facing the left side.