

# MEMO



To: Library Directors

From: Marla Landsman, Assistant Fiscal Officer

Subject: Patron Card / Key Tag Sets Coordinated Order

Date: January 25, 2019

We are now taking orders for the **preprinted Patron Card / Key Tag sets**. The style of the card will be the same as the 2017 order; 30 mil Teslin side key tag combo, white with RCLS logo, preprinted library name/barcode on back with a signature panel.

As before, please base your order on a **2-year** need. When the sets arrive at RCLS, they will be delivered to the libraries via the RCLS Delivery System.

Participating libraries must order a **minimum of 1,000 sets** each and then in increments of 500. The cost will be **.172 cents per set** based on our ability to order a total quantity of at least 15,000 card / key tag sets. The cost per set may be higher or lower based on quantity price breaks supplied by the vendor. Any additional cost or savings will be passed on to the libraries. Participating in this coordinated order offers a substantial savings. If a library were to place its own individual order for 1,000 sets, the price would be .565 per set. The savings is \$393 per 1,000 sets.

Please fill out the following information and submit your order to RCLS by **Friday, February 15, 2019**. The vendor's estimated shipping date will be 4 - 6 weeks from date of order. If you have any questions, please contact me at [marla@rcls.org](mailto:marla@rcls.org) or 243-3747, Ext. 225.

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## Preprinted Patron Card / Key Tag Sets

Library Name (as to be printed) \_\_\_\_\_

Signature \_\_\_\_\_ Email \_\_\_\_\_

Quantity \_\_\_\_\_ @ .172 cents each

Barcode Starting Number \_\_\_\_\_