

Standard notes are necessary for easy searching and consistency in Branches.

Header: (use all caps)

PROFORMA

PAID ON FAXED COPY

PAID ON COPY

NO INVOICE NUMBER [if paying on a renewal notice, letter etc. and had to create the invoice number]

NO DATE

PREPAID [but only on firm orders, like backfiles]

Piece Identifier:

# items	4 items	[single I-line for multiple items]
Series	S.	
Volume	V.	
Number	N.	
	<i>example:</i> S.3 V.7 N.2 (2004)	
Edition	Ed.	
	<i>example:</i> 2004 Ed. or 5 th . Ed.	
ISBN	ISBN: 1234567890	[if no other identifier]
for subscriptions	day mo yr – day mo yr	
	<i>example:</i> 1 jan 2004 – 31 dec 2004	
	or mar 2004 – feb 2005	[use 1 st 3 letters of month]

I-line Notes:

When describing multiple items, use identifiers from above (ISBN, V., etc.) or put a brief title in “quotes.”

Damaged

Item missing from shipment

Dup copy

2 yr. subscription [put in length of subscription if over 1 year]

REMEMBER: There’s lots of searchable **Note** space, but searches only work if we are consistent.