

# Non-merchandise Scan Sheet

## Directions

Use these scan sheets at the registers for scanning barcode labels for non-merchandise items. There are two scan sheet options available. Use the one that best suits your location based on the number of non-merchandise items sold.

If these scan sheets are used frequently, print them on card stock or put in a protective clear sleeve for durability.

## Scan Sheet Options

**Option One:** Provides 21 spots for non-merchandise POS tickets.

### Scanning Notes

Since there is less white space on this scan sheet, cashiers must use extra care when scanning barcodes. Hold the scanner as close to the scan sheet as possible to improve scanning accuracy.

### **Model DS6608 (charcoal or dark gray colored body) laser pattern + in the middle**

When scanning labels in column 1 or 3, make sure the corners of the scanner laser grid stay on the paper.

### **Model LS6004 (taupe or light gray colored body) – cross hatch laser pattern**

This scanner may pick up the incorrect barcode. Use caution when scanning with the LS6004.

**Option Two:** Provides 8 spots for non-merchandise POS tickets

## Item Description

In each barcode field, space for an item description is provided. Since the item description on the POS ticket may be too small to read, an item description on the scan sheet can help cashiers easily find the item they need to scan. You can also provide a description your cashiers will recognize.

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<b>Item:</b> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">Place POS ticket here</div>	<b>Item:</b> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">Place POS ticket here</div>	<b>Item:</b> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">Place POS ticket here</div>
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