

123456789

A N Other
ANY FARM
Any Lane
Any Town
Any County
Any Postcode
Any Country



RPA Single Business Identifier (SBI) barcode labels

These labels help us easily identify documents that relate to you, and allow us to process them quickly. It is important that you place the labels in the correct position on any documents you send to us.

To help you, we have provided some examples on the other side of this page.

When you need more labels contact the Customer Service Centre on 0845 603 7777



Place a label within the shaded area shown below, on the first page of each blank form, letter or set of documents such as maps.

Do not use these labels on British Cattle Movement Service (BCMS) documents.

Examples

Blank Forms

A blank form with a green header and footer. A blue arrow points to a shaded area at the bottom right corner, indicating where a label should be placed.

Letters and other A4 documents

A letter with a shaded area at the bottom right corner, indicated by a blue arrow, showing where a label should be placed.

A table with a shaded area on the left side, indicated by a blue arrow, showing where a label should be placed.

Maps and other A3 documents

A map with a shaded area on the left side, indicated by a blue arrow, showing where a label should be placed.

Important

Two examples of label placement. The top example shows a label placed in the center of the page, marked with a large 'X' to indicate it is incorrect. The bottom example shows a label placed in a shaded area at the bottom right, marked with a checkmark to indicate it is correct.