

Tech Sheet - Engraved Wood Badges

Size Available: 3 standard sizes, custom sizes available

FASTENER & ACCESSORY OPTIONS FOR BADGES		
Fastener & Accessory Description	Standard or Premium Option <small>Standard options are included in the price.</small>	Item Number
Pin	Standard <small>*default fastener</small>	2BF-J21
Swivel Clip	Standard	2BF-J24
Military Tack	Standard	2BF-J11
Magnetic Fastener <small>*Should not be used if person has a pacemaker</small>	Premium	2BF-J81

Process: Laser Engraved
1-side engraving available
Vertical or Horizontal Orientation

Material: 1/8" Natural Finished Alder Wood

No bevel available

Round corners are standard, if square corners are desired please specify

Production Time: 1 working day

**Quantities of 100 or more and custom sizes may require additional production time.*

Set-up Charge: FREE

Art Charges: Minor artwork adjustments can be made with no additional fees applied. This would include items such as slight modification to size and/or color, name/text changes, and artwork clean up (i.e. removing spots from scanned artwork). These alterations should take no longer than 10-15 minutes to complete. Additional design/layout/color assistance is available for an hourly rate. This would include items such as color matching or color separation, logo redraw/manipulation or any additional layout design work needed on artwork.

Standard Offering Sizes:

Item Number	Artwork/Imprint Area H" x W" <small>No Bleed</small>	Finished Size H" x W"
4WB-1	3/4" x 2 3/4"	1" x 3"
4WB-4	1 1/4" x 2 3/4"	1 1/2" x 3"
4WB-5	1 3/4" x 2 3/4"	2" x 3"

Custom Offer Size:

Custom	Artwork/Imprint Area H" x W" <small>No Bleed</small>	Finished Size H" x W"
Minimum	1/2" x 1 3/4"	3/4" x 2"
Maximum	2 3/4" x 3 3/4"	3" x 4"

**if a custom size larger than the listed maximum is needed, please call to inquire*

- Artwork Requirements:**
- 100% Black artwork
 - Engraving files should be the finished size. Artwork/imprint safe area needs to be 1/4" away from the finished size on all sides.
 - Engraving artwork/imprint area cannot bleed.
 - Artwork is not necessary to provide if there are no logos and only text needed. If only text is required the typestyle, upper/lower case along with text position should be indicated with the order. If no point size of text is given we will use our best judgement.
 - Artwork cannot have screens.
 - Artwork with a border design should have a minimum thickness of 4pt., if design has double borders the space between the borders should be a minimum of 1/16".
 - Logos/artwork with fine intricate details will not engrave well and will fill-in in tight registered areas.
 - Minimum Engraving Point Size: Block Fonts = 8 pt., Script Fonts = 24 pt.
- **please note the following typestyles are also not available in a point size less than 24 pt.** American Std Roman, University Roman, Burin Sans Regular, Amazone BT Regular, AT Commercial Script Regular, AT Isadora Regular, Murray Hill Bd BT Bold, Park Avenue, Ribbon 131 Bd BT Bold, Shelley Allegro Script, Snell Roundhand LT Std Script
- Minimum 300 dpi, 600 dpi is recommended for highest quality output
 - File formats should be Tiffs, PDFs or Illustrator files with the fonts embedded in the file, **PDF files are preferred*
 - Do not include any punctuation in the PDF file name and keep the name as short as possible

Order Process: Electronic or Manual

Proofs: **Emailed Electronic PDF Proofs**, add 2 working days to the item production. First proof is free of charge. Additional proofs available for an additional charge. Production time begins after receipt of complete order including proof approval.

Production Samples, physical product proofs are available using customer artwork. These are offered at a % off the one quantity price. Standard production times will apply.

Complimentary Proof may be required for certain orders to ensure satisfaction. Production time will be begin upon approval of the proof.

Product Weight: **NOTE:** weight shown is for (1)
***weight is based on a standard pin fastener*

Custom	Finished Size H" x W"	Badge Weight (lbs)
4WB-1	1" x 3"	0.03
4WB-4	1½" x 3"	0.03
4WB-5	2" x 3"	0.03

Packaging: Box shipping container depending on the size and quantity of the badge.
Multiple badges will ship in one shipping container, multiple containers pending size and quantity.

Changes or Cancellations: Changes to orders in progress may require additional charges and/or time. Cancellations for orders in progress will require payment for the order.