

Tech Sheet - Full Color I.D. & I.D. Plus Badges

Size Available:

Full Color I.D. Badges

- 2 standard sizes, custom sizes available

Full Color I.D. Plus Badges

- 2 standard sizes, custom sizes available

Process:

Full Color Digital Print

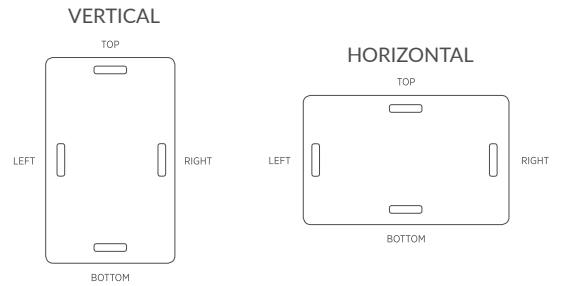
1-side or 2-sided printing available

5 Slot Options Available: No Slot, Top, Bottom, Right or Left

**if no slot orientation is provided, top orientation will be used

Two Orientations Available: Vertical or Horizontal

*See diagrams to the right for slot locations



Material:

1/32" white plastic polystyrene

No bevel

Rounded corners are standard, straight corners available

Production Time:

2 working days

*Quantities of 300 or more and custom sizes may require additional production time.

Set-up Charges:

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:

| I.D. Badge Item Number | I.D. Badge Plus Item Number | Orientation | Slot or No Slot | 1-sided or 2-sided Print | Full Color Artwork Size H" x W" <small>1/8" bleed on each side</small> | Finished Size H" x W" |
|------------------------|-----------------------------|-------------|---------------------|--------------------------|---|-----------------------|
| ZFC-33V | | VERTICAL | NO SLOT | 1-SIDED | 3 3/8" x 2 3/8" | 3 3/8" x 2 1/8" |
| ZFC-33VD | | VERTICAL | NO SLOT | 2-SIDED | 3 3/8" x 2 3/8" | 3 3/8" x 2 1/8" |
| ZFC-33VS | | VERTICAL | SLOT | 1-SIDED | 3 3/8" x 2 3/8" | 3 3/8" x 2 1/8" |
| ZFC-33VSD | | VERTICAL | SLOT | 2-SIDED | 3 3/8" x 2 3/8" | 3 3/8" x 2 1/8" |
| ZFC-33H | | HORIZONTAL | NO SLOT | 1-SIDED | 2 3/8" x 3 3/8" | 2 1/8" x 3 3/8" |
| ZFC-33HD | | HORIZONTAL | NO SLOT | 2-SIDED | 2 3/8" x 3 3/8" | 2 1/8" x 3 3/8" |
| ZFC-33HS | | HORIZONTAL | SLOT | 1-SIDED | 2 3/8" x 3 3/8" | 2 1/8" x 3 3/8" |
| ZFC-33HSD | | HORIZONTAL | SLOT | 2-SIDED | 2 3/8" x 3 3/8" | 2 1/8" x 3 3/8" |
| | ZFC-17SVS | VERTICAL | SPECIFY SLOT CHOICE | 1-SIDED | 5 1/4" x 3 3/4" | 5" x 3" |
| | ZFC-17DVS | VERTICAL | SPECIFY SLOT CHOICE | 2-SIDED | 5 1/4" x 3 3/4" | 5" x 3" |
| | ZFC-17SHS | HORIZONTAL | SPECIFY SLOT CHOICE | 1-SIDED | 3 3/4" x 5 1/4" | 3" x 5" |
| | ZFC-17DHS | HORIZONTAL | SPECIFY SLOT CHOICE | 2-SIDED | 3 3/4" x 5 1/4" | 3" x 5" |

Custom Offer Sizes:

| Process | Custom | Artwork/Imprint Area Size H" x W" <small>Full color artwork includes an 1/8" bleed on each side</small> | Finished Size H" x W" |
|------------|---------|--|-----------------------|
| Full Color | Minimum | 2 1/4" x 3 1/4" | 2" x 3" |
| Full Color | Maximum | 5 1/4" x 5 1/4" | 5" x 5" |

Artwork Requirements:

- Full color artwork size should include an 1/8" bleed on all sides. Bleed area should always be included in artwork even if design does not bleed.
- Slot location should be included with the artwork or included with customers order. If no slot is desired, that should be noted as well unless specified by the item number.
- Variable data is available at no additional charge.
- If a QR code or barcode is included in the art file, we recommend ordering one and testing before ordering more. Not all QR codes and barcodes are able to be read depending on artwork, material and scanner being used.
- CMYK processed file, Create full color process files with Adobe Acrobat PDF file, *note: if RGB or other non-CMYK colors are used in your files the necessary conversions to CMYK will change the appearance of the colors when printed
- 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.

Packaging: Box shipping container depending on the size and quantity of the I.D. and I.D. Plus Badges. 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.