

— **SETUP INSTRUCTIONS** —

Full **Color** Digital Printed Name Badges

When you are sending a complete name badge layout, send **only one PDF layout** 300 DPI or greater.

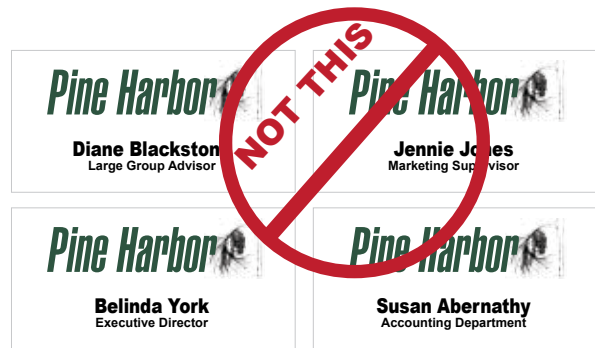
— Please do not send multiple files —

Then send us a separate list of name changes and title descriptions for all badges.

If you are just sending logo's etc., we will layout your badge and send you a proof for approval.

ON REORDERS YOU DO NOT NEED TO SEND FILE AGAIN.
JUST SEND US THE NAMES AND TITLES.

LIKE THIS



DO NOT USE CROP MARKS OR BADGE OUTLINES

Remember

1. There is a one time “production fee” on every Full Color Name Badge order. This production fee is charged only once and will not be incurred on later future orders of an individual badge order.
2. Our production fee is not a “set up” fee. We will print several badges for positioning and layout adjustments. The production fee accounts for several adjustments in which actual badge blanks & printing ribbon gets “trashed.”
3. Convert fonts to outline in all logo layouts. But, tell us your Fonts you used for names and titles. We recommend Arial Bold for Names.
4. Make your “art board” or “page dimensions” in your PDF file **the exact badge size**.
5. Do not include “crop marks” as we do not need or use them.
6. For bleeds, make your layout only .125” extra on all sides.
7. If you change graphic sizes in one order, that will equal a whole new order and a new production fee and will be billed accordingly.
8. We will do our best to match colors however our badges use a wax ribbon and not “printers” or “pantone” inks.
9. For “ID Badge orders with individual pictures that need cropped in house, there will be an added cost per badge.