



ID Card Order Specification Sheet

Order Information

If reordering, please specify previous order number: _____

Thickness: (check one) Standard 30 mil _____ Slim 20 mil _____

Quantity: (min. 1000) _____

ID Card Information

Logo and/or Artwork provided? (Y/N) _____

(If yes, please refer to Digital Image Requirements)

Custom Typesetting required? (Y/N) _____

Colours

Please indicate Pantone, CMYK or RGB numbers if required

(Note: Used for reference only; printed colours may not be an exact match)

Front: 1) _____ 2) _____ 3) _____ 4) _____

Back: 1) _____ 2) _____ 3) _____ 4) _____

Matching sample attached? (Y/N) _____

Fonts

Preferred Fonts: _____

Matching sample attached? (Y/N) _____

Or choose from these sample fonts:

Helvetica **Times New Roman** **Gill Sans**
Chicago **Century Gothic** **Bodoni**

Bar Code Information

Type: _____ (Codebar, Code 39, 128, etc.)

Complete number sequence with start and end, clearly showing any required spaces or special formatting requirements:

Basic sketch of card layout including placement of signature panel, logos, text and bar code if required

FRONT



BACK

