

Idenx.com Card Printing Services – Order Form

Rev 09192008

Thank you for considering Diebold Idenx for your identification cards. We look forward to working with you in the creation of a great looking and effective card. Our company is located in Canton, OH. We operate several websites dedicated to the identification market. In addition, we operate a Security and Information Systems Division. If you would like to learn more about our company and products, please visit us at www.DieboldSecurity.com.

Please follow these simple instructions and if at any time you need help, please do not hesitate to call toll-free at 866.437.3130 (8AM – 6PM EST, Mon-Fri), or email idenx@diebold.com. If you leave a section blank, we will interpret it as giving us creative freedom to design the card according to our expertise.

STEP 1

Select card orientation

This refers to the position you want your card information printed. Horizontal orientation is similar to a credit card. Vertical orientation is the most popular for displaying id badges using a clip or lanyard.

(check one)

Horizontal Orientation **Comments:** _____

Vertical Orientation **Comments:** _____

STEP 2

Select elements to be included

Elements refer to objects and fields such as pictures, information fields, disclaimer, signature line, etc.

Front of card (send all graphics via email to idenx@diebold.com. See required specifications for graphics files)

(check all that apply)

Company's logo

Company's address: _____

Company-provided graphic

Employees' Pictures Include the following fields:

Name **ID Number, ___ digits**

Employee's Address

Other fields:

Back of card (send all graphics via email to idenx@diebold.com. See required specifications for graphic files)

(check all that apply)

'If Found, Return to' message:

Include employee's emergency information:

**STEP 3
Encoding/Bar Code**

Encoding or bar code required

In order to correctly encode your cards, we need to know certain information unique to the system that will be reading the cards. Please call to discuss with one of our technicians.

Please provide encoding or bar code information. Call Diebold Idenx for more details:


**STEP 4
Sketch of card**

You may have an idea of how the card should look and the PMS colors we should work with. Please provide a sketch with comments to help us with the design process

Front



Back



STEP 5
Your Information

Provide us with a point of contact, telephone, address, and billing information.

Notice: We verify authenticity of all requests. Only orders from verified companies and institutions are accepted.

For Net 30 days terms, please provide credit and banking information.

Your Name: _____

Your Title: _____

Your Telephone Number: _____

Best time to call: _____

Company: _____

Address: _____

Billing Information (choose one): Credit Card P.O. Required

No. of Employees: _____

Billing Address: _____

Credit Card Information:

Type: _____

Number.: _____

Expiration Date: _____

Name On Card: _____

STEP 6

Your artwork and photographs

Minimum requirement:

- Logo artwork must be a minimum of 300 dpi at 2 X 2 inches.
- Artwork must be in one of the following formats: JPEG or BMP
- For background pictures, artwork, etc: Please submit artwork at 300 dpi and a minimum of 2.33 X 3.33 inches
- If you do not have an adequate electronic artwork file, please send artwork for scanning (clear copy, at least 2 inches square) via overnight service to:

Diebold Idenx
3792 Boettler Oaks Dr
Suite A
Uniontown, OH 44685

Send artwork as email attachment to idenx@diebold.com.

Meeting the above requirements will help us expedite your proof and avoid delays.

STEP 7

Pricing your request

These are one-time charges associated with the design and set-up of your badges.

Database set-up charge	\$75.00
Artwork charge (note 1)	\$35.00
Optional bar code set-up charge	\$50.00

Note 1: A charge for licensed artwork may apply

These are per-card charges after the initial set-up cost

Per badge charge, single-side printing (note 2)	\$6.50
Per badge charge, double-side printing	\$8.50
CR-100 (Oversized) additional charge	\$1.00
Magnetic encoding, per badge	\$3.50
Next-day turnaround includes overnight. Per order.	\$65.00

Note 2: There is no minimum order.

Per-badge charge includes USPS delivery.

Optional items at time of order

Badge pre-punched for clip or holder	No Charge
Badge clip	No Charge
Lanyard	\$1.00

STEP 8

- Remember to send artwork**
- Sign request below**
- Fax completed form to 330.899.5600**
- A representative will call you within 24 hours of receiving your form.**

SIGNATURE _____

DATE _____