

## **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](http://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](mailto: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](mailto: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](mailto: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](mailto: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** \_\_\_\_\_