

## Non Photo Membership Card Ordering Guide

*Example Card*



*Example Card*

### Sending your artwork and data to us.....

There are two types of files we are likely to need,

#### 1) Design

Please send us your logo as a jpeg, you may also need to give us a Word document with any special instructions in it to help us to complete your order, such as fonts required.

#### 2) Reverse printing

If you would like to print details on the reverse of the cards then we need you to tell us in the Word document what you would like, it can be text, numbering, barcoding, a logo, the list is endless just let us know what you require.

#### 3) Proofing

Please note that we provide you with an emailed sample card proof for you to approve prior to going into production. If you require us to personalise your cards we do not proof every card, so it is very important to check the spelling of all names etc., on the spreadsheet.

#### 4) Data - If personalisation is required

Variable data such as a person's name, membership number, expiry date. To send this information to us, please use the spreadsheet "Membership Card Print Data".

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### 5) Signature Strips ( if required)

75mm x 8mm. The cost is for 1 panel and this can be on the front or the reverse of the card but needs to be 6mm from the edge.

#### Sending your files to us

Your files need to be supplied to us in a **compressed data folder**, to create this simply go to your desktop, right click, new, compressed (zipped) folder and the folder will appear. Name it, then save the data to it, then:-

- a) upload the folder at checkout stage **or**
- b) email to [artwork@theedgesystems.co.uk](mailto:artwork@theedgesystems.co.uk). **or**
- c) If the file is too big to send via email, go to [www.wetransfer.com](http://www.wetransfer.com) and send the files that way.

#### Checklist for Compressed Data File

- ☐ Logo.
- ☐ Spreadsheet with all data exactly as it is to be printed.
- ☐ Word Document, if required, listing any special instructions you may have.