

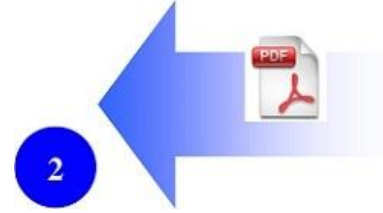
CARD PRODUCTION PROCESS



FILES TO SEND :

- [DRAFT](#)
- [PHOTOS AND SIGNATURES](#)
- [EXCEL FILE](#)

You must first provide a draft of the tentative card template and an Excel file containing the data you want to appear on each card. You must also provide all the necessary image files.



DATA CARTE SENDS A CARD PROOF

Once all the data has been committed to the database, we will be able to issue a card proof, which will be scanned and sent through email for approval.



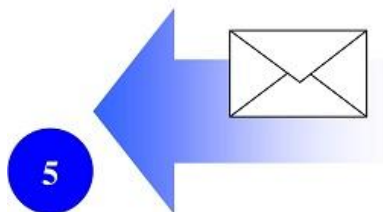
APPROVAL OF THE CARD PROOF

After receiving the card proof, the customer must confirm his approval through email.



PRODUCTION

Once the card proof has been approved, we will start production as soon as possible.



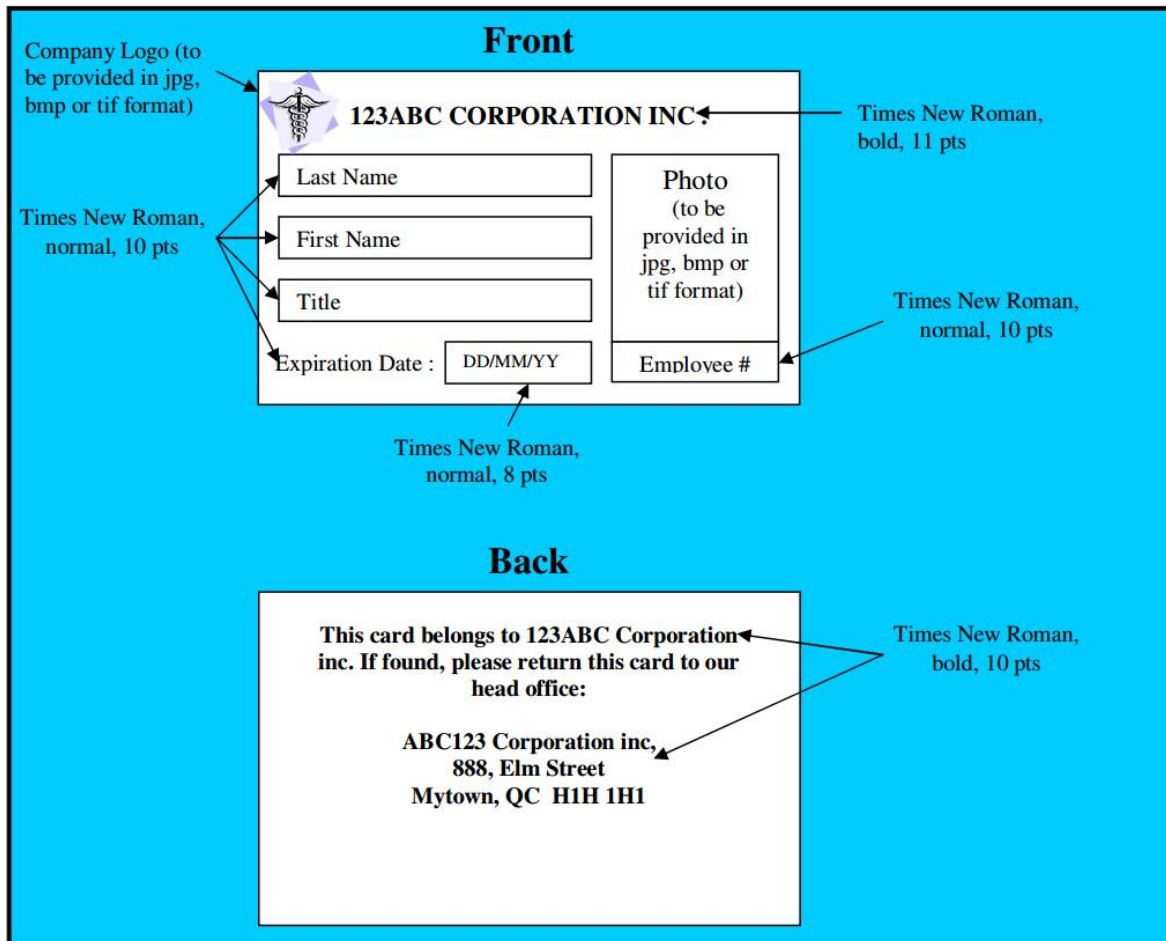
DATA CARTE SENDS COMPLETED CARDS

Unless indicated otherwise, the completed cards will be shipped through Canada Post (standard Lettermail for batches under 10 cards, Expedited Parcel for batches of 10 cards and more.)

YOUR CARDS ARE READY IN FIVE EASY STEPS!

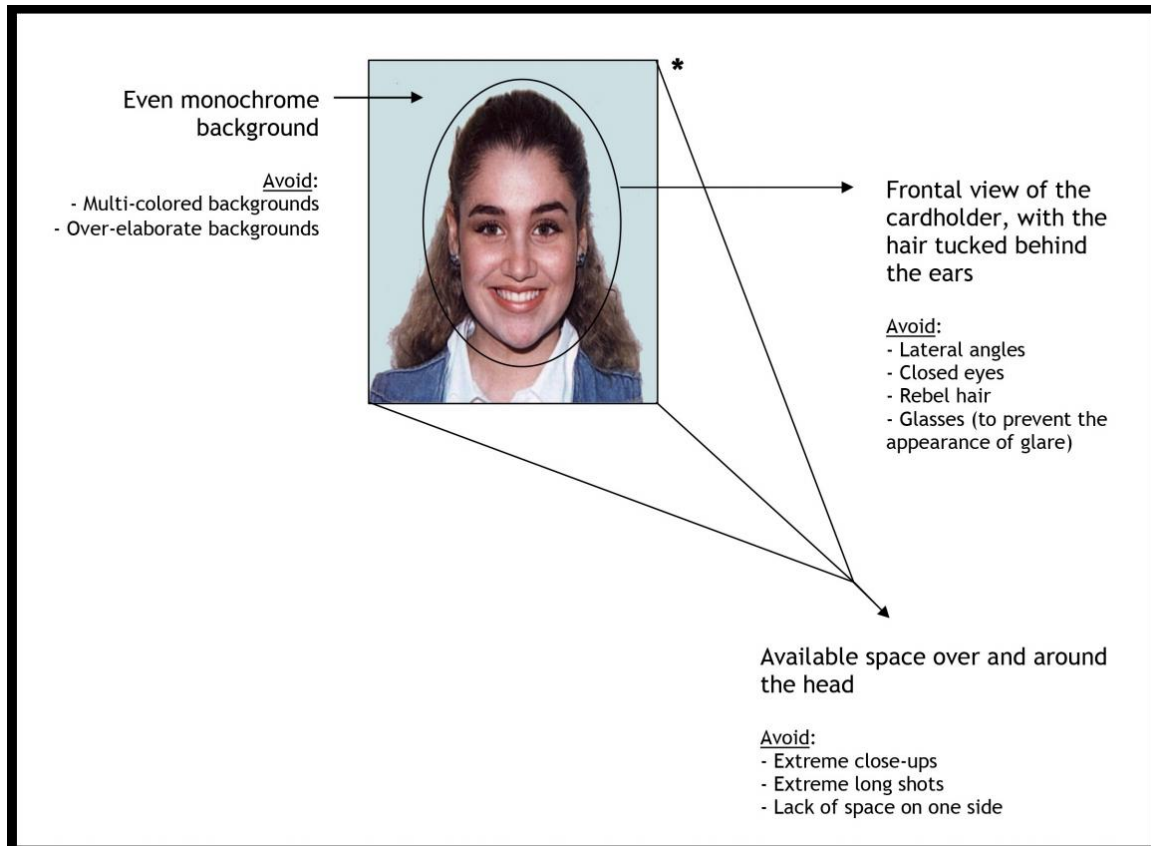
FILES TO SEND

1. SAMPLE CARD DRAFT



In this example, the larger rectangles have been modeled after an actual CR80.030 PVC card. Each field is clearly identified with a header. The variable fields are outlined in black and the static fields are not outlined at all. Furthermore, the specific type of font corresponding to each field has been clearly identified with arrows. Such precision in the preparatory draft will insure that your card proof will be accurately and quickly produced, with little room for error and later complaints.

2. PHOTOS AND SIGNATURES



Even monochrome background

Avoid:

- Multi-colored backgrounds
- Over-elaborate backgrounds

Frontal view of the cardholder, with the hair tucked behind the ears

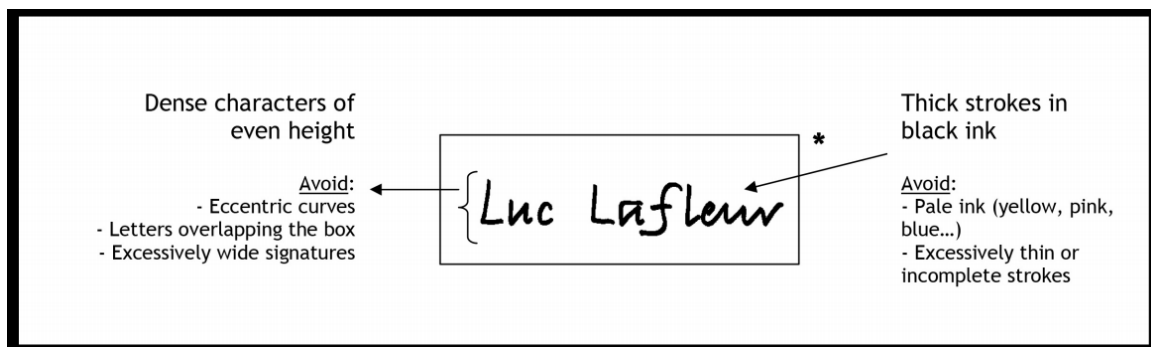
Avoid:

- Lateral angles
- Closed eyes
- Rebel hair
- Glasses (to prevent the appearance of glare)

Available space over and around the head

Avoid:

- Extreme close-ups
- Extreme long shots
- Lack of space on one side



Dense characters of even height

Avoid:

- Eccentric curves
- Letters overlapping the box
- Excessively wide signatures

Thick strokes in black ink

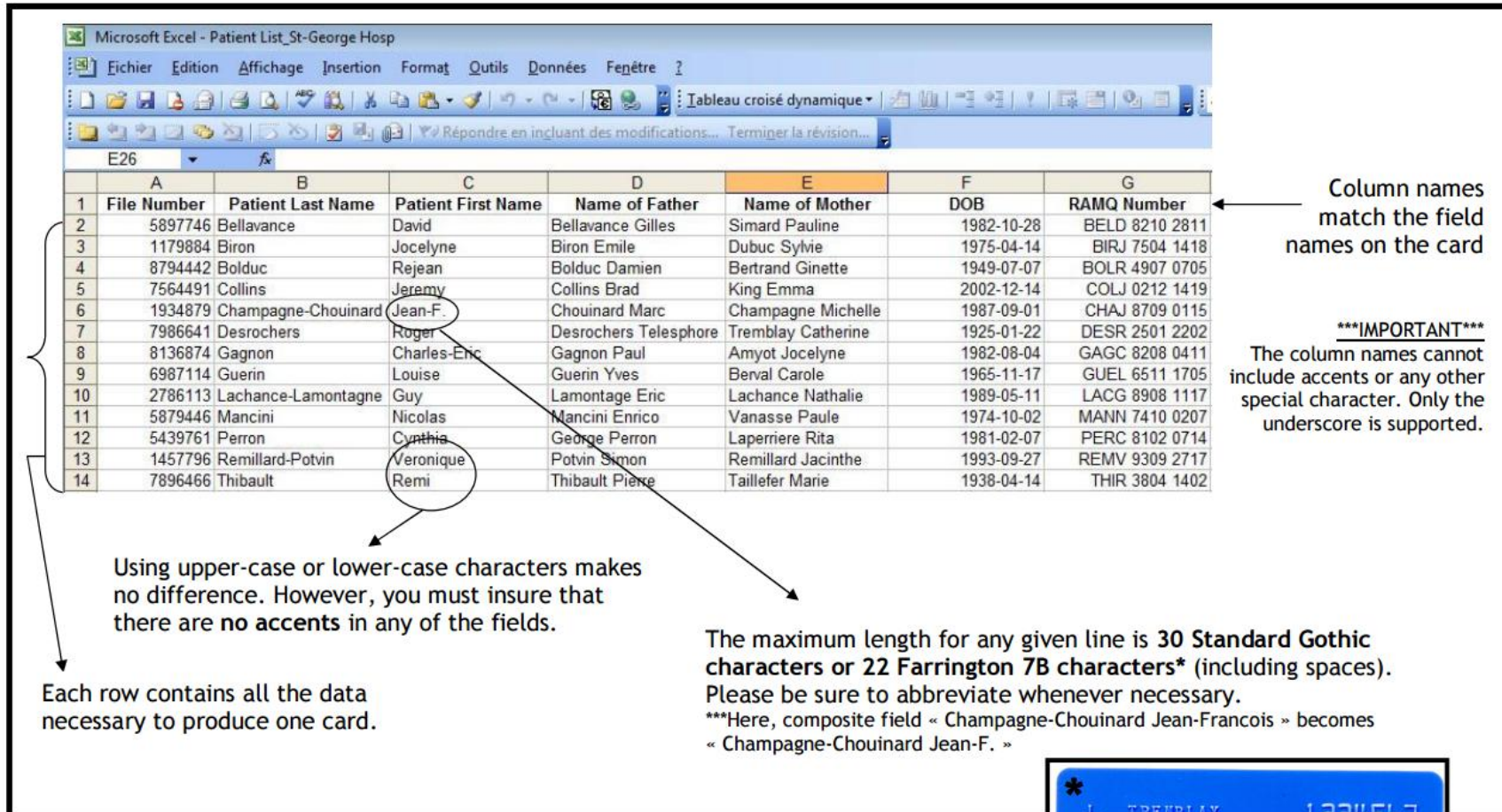
Avoid:

- Pale ink (yellow, pink, blue...)
- Excessively thin or incomplete strokes

P.s.: digitized images (pictures and signatures) must take the entire space of the file (no bleed or empty contour) and must be provided in either .jpg or .bpm format.

**All the images on this page have been graciously provided by Datacard Group.*

3. A. EXCEL FILE –EMBOSSED CARDS



Column names match the field names on the card

*****IMPORTANT*****
The column names cannot include accents or any other special character. Only the underscore is supported.

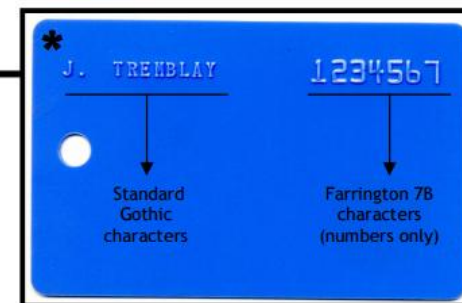
Using upper-case or lower-case characters makes no difference. However, you must insure that there are no accents in any of the fields.

Each row contains all the data necessary to produce one card.

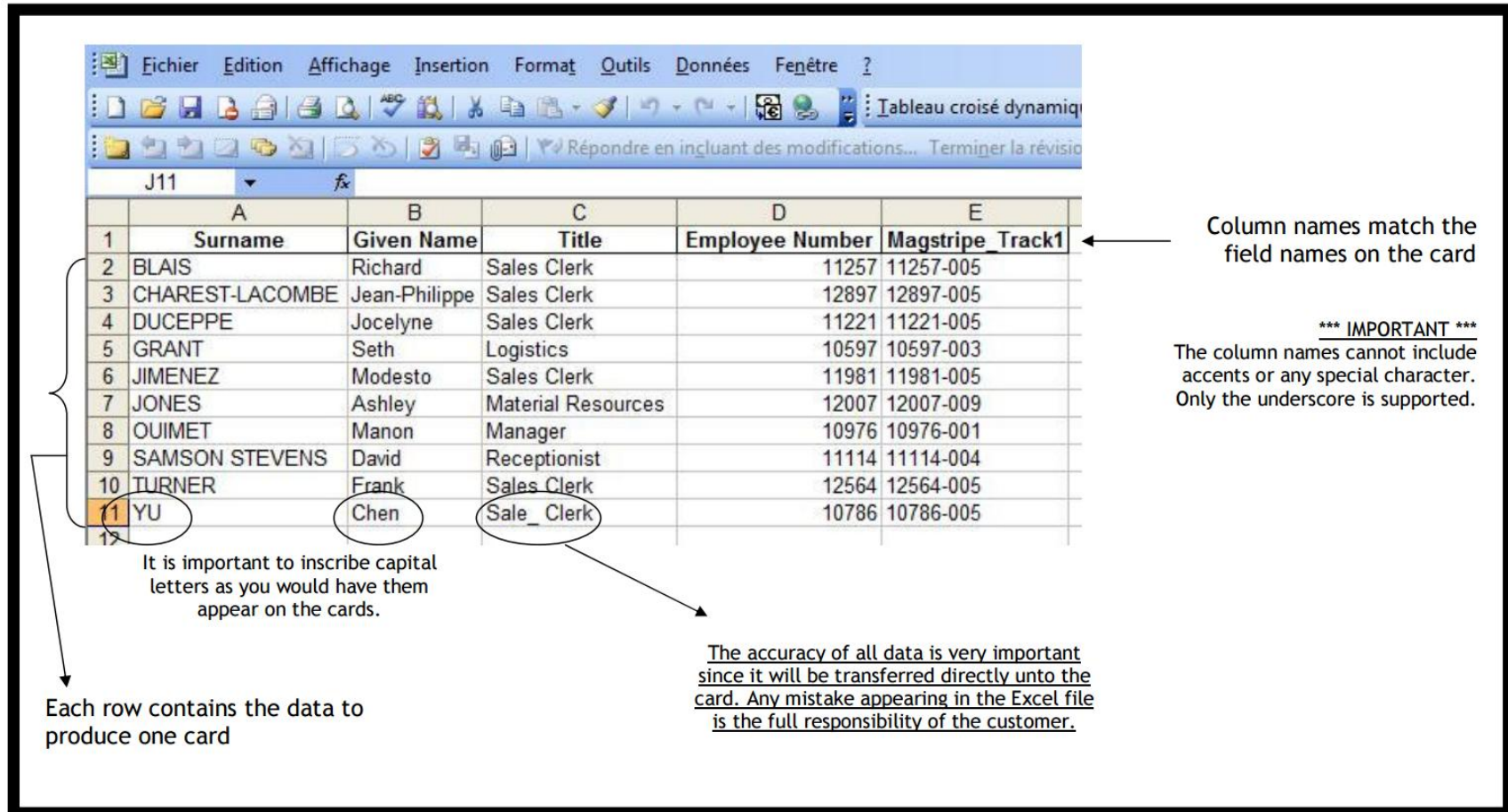
The maximum length for any given line is 30 Standard Gothic characters or 22 Farrington 7B characters* (including spaces). Please be sure to abbreviate whenever necessary.
***Here, composite field « Champagne-Chouinard Jean-Francois » becomes « Champagne-Chouinard Jean-F. »

Available Standard Gothic characters:
A-Z, 0-9 and the following characters:
“ . ”; “ , ”; “ - ”; “ ‘ ”; “ / ”; “ & ”

Available Farrington 7B characters:
0-9



3. B. EXCEL FILE –PRINTED CARDS



	A	B	C	D	E
1	Surname	Given Name	Title	Employee Number	Magstripe Track1
2	BLAIS	Richard	Sales Clerk	11257	11257-005
3	CHAREST-LACOMBE	Jean-Philippe	Sales Clerk	12897	12897-005
4	DUCEPPE	Jocelyne	Sales Clerk	11221	11221-005
5	GRANT	Seth	Logistics	10597	10597-003
6	JIMENEZ	Modesto	Sales Clerk	11981	11981-005
7	JONES	Ashley	Material Resources	12007	12007-009
8	OUIMET	Manon	Manager	10976	10976-001
9	SAMSON STEVENS	David	Receptionist	11114	11114-004
10	TURNER	Frank	Sales Clerk	12564	12564-005
11	YU	Chen	Sale_Clerk	10786	10786-005
12					

Column names match the field names on the card

***** IMPORTANT *****
The column names cannot include accents or any special character. Only the underscore is supported.

It is important to inscribe capital letters as you would have them appear on the cards.

The accuracy of all data is very important since it will be transferred directly unto the card. Any mistake appearing in the Excel file is the full responsibility of the customer.

Each row contains the data to produce one card

For additional information about our product and services, please contact sales@datacarte.com or dial 514-989-8326 / 1-800-220-4801 (free of charge).