Custom Card Artwork Placement and Inkjet Location Guides

Standard PVC and Composite PVC/Polyester Cards

Company Name:			PO No.		Date	
Quantity:		Card and Artwork File No.				

1. External Number

☐ **Standard Location:** The standard external # location is shown on the template below. The external # can only be printed on the back of the card. The external # will be printed in the standard location, unless otherwise specified.

☐ **Custom Location:** Indicate the desired external # location by writing 12345 on the appropriate template. The external # can only be printed on the back of the card.
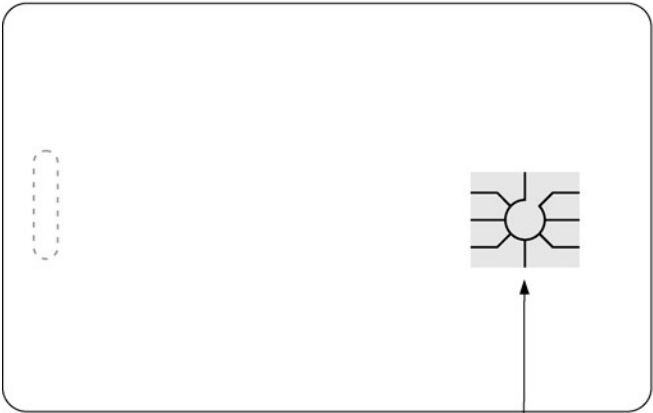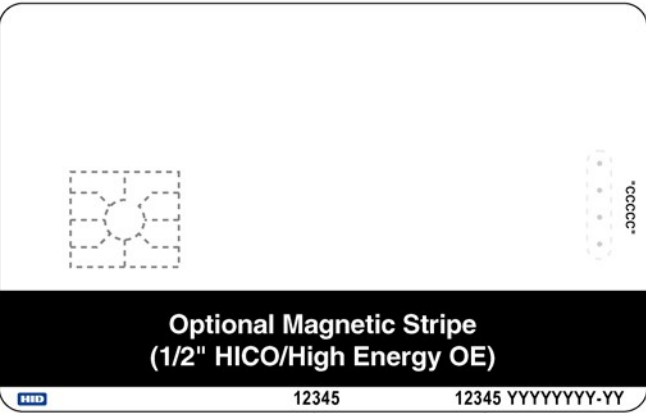
2. An Artwork File Number is placed on each card. The standard location is indicated by the CCCCC. The standard location for the custom artwork number is on the back side of the card. Indicate/incorporate the artwork number on the artwork.

If there will be front side printing only, the custom artwork number will be placed on the printed side, opposite the standard location.

3. Artwork Placement: Indicate the placement of your artwork on the template below. Custom artwork must clear the slot punch locations and edges by a min. of 0.125 inch.

4. Magnetic Stripe (Optional): If the location of the magnetic stripe is custom (other than standard) and/or if other types of magnetic stripes are to be added to the card (i.e. Debitek stripe), indicate the locations of the magnetic stripe(s) on the template.

☐ Standard Location   ☐ Custom Location

Card Artwork Templates

Notes:
[1] External # location reads in the direction as shown. External # character height is approximately 0.1 inch.
[2] Cards will have a small HID logo **HID** and reference number printed in the lower left-hand corner and a slot punch target printed on the back of the card.
[3] A standard custom artwork file number is printed on the back side of the card. Front side printing of this same number is an option.
[4] Slot punch location indicators will appear on the back side of the card only.
[5] Do not order slot punched cards for use in dye sublimation printers.
    Slot edge may damage the printer ribbon. Slot should be punched after dye sublimation printing.
[6] Some video imaging printers cannot accommodate pre-slot punched cards. Consult with the printer manufacturer prior to ordering.

Name: _____   **Signature:** _____   **Date:** _____