



# CUSTOM PRINT CREDENTIALS PROCESS GUIDELINES

With Farpointe Data the option exists to efficiently custom print a wide range of access control credentials, such as clamshell and printable cards, as well as key ring and disc tags. Examples of custom printing can range from logos and text, to URLs and signature blocks, to images, messaging and more. Electronic access control system manufacturers, integrators, dealers and end users may find custom printed credentials helpful in building their brand, as well as encouraging credential reorders.

FARPOINTE OFFERS TWO OPTIONS:

1. **Monochromatic Laser Engraving**, which may be utilized to customize a wide range of access control credentials, such as clamshell and printable cards, as well as key ring and disc tags, with minimal impact to cost and lead time.
2. **Full-Color Printing**, which may be utilized to customize clamshell and printable cards.

## LASER ENGRAVING

### Process

Typically some five working days after receipt of artwork layout, Farpointe will provide samples of the laser engraved credentials. Once these samples are approved in writing, Farpointe will generate a unique artwork code and then use this code to identify the specified artwork layout.

Additionally Farpointe can support multiple artwork layouts per company. For example, one artwork version may utilize a company's logo, while another makes use of its URL. In this case multiple unique artwork codes will be assigned to the company in support of each artwork layout.

Note Farpointe requires that the appropriate artwork code be clearly stated on every purchase order that calls for credential laser engraving. Additionally, with Farpointe's credential laser engraving there is typically no impact on lead time.

### Artwork Requirements

Please send Farpointe high-resolution artwork to be laser engraved, as well as any desired orientation details via email to: [support@farpointedata.com](mailto:support@farpointedata.com). Black-and-white artwork in Illustrator-compatible format, such as a .ai or .eps file, is best. Some high-resolution .jpeg files may also be acceptable

Note some complex logos may require modification for optimal credential laser engraving.

### Choose the type of credentials

See examples at right

- Clamshell Card
- Printable Card
- Printable Card with Magnetic Stripe
- Key Ring Tag
- Disc Tag

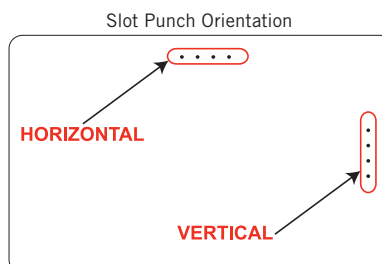
### Slot Punch (if applicable)

NOTE: Slot-punch only available for PVC printable credentials.

- Yes
- No

If yes, indicate orientation (see graphic at right)

- Horizontal
- Vertical

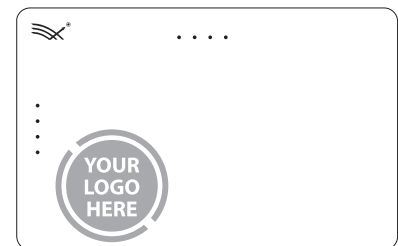


### Examples

Clamshell Card



Printable Card



Printable Card with Magnetic Stripe



Key Ring Tag



Disc Tag



(continued on reverse)

## FULL-COLOR PRINTING

### Typical Process

1. Please provide Farpointe a graphic file as described in the "Artwork Requirements" section below.
2. Thereafter Farpointe will respond with a Print Proof Release document.
3. Please review the Print Proof Release for correctness.
4. If correct and approved, then please complete, sign and return the Print Proof Release to Farpointe.  
If not, then please indicate where modification is required.
5. Once the completed, signed and approved Print Proof Release is received by Farpointe, then production will proceed.

### Artwork Requirements

Please send Farpointe high-resolution artwork to be printed via email to: [support@farpointedata.com](mailto:support@farpointedata.com). Color artwork in Illustrator-compatible format, such as a .ai or .eps file, is best. Some high-resolution .jpeg files may also be acceptable.

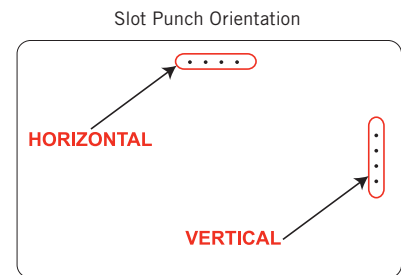
### Other conditions include:

- Embedded fonts must be vector based (outlined)
- Colors must be specified within the files
- Metallic backgrounds or metallic printing may influence read performance
- Very small objects or letters may suffer from inadequate resolution
- Surface flaws are more visible on dark colors

### Slot Punch (if applicable)

NOTE: Slot-punch only available for PVC printable credentials.

- Yes If yes, indicate orientation (see graphic at right)
- No  Horizontal  Vertical



### Printing Options – Please specify the following options, if needed:

#### Printing Method:

- 4-color offset printing
- Silkscreen printing (up to 3 colors maximum)

#### Surface Finishing:

- Glossy (standard)
- Matte
- Overlays to eliminate subsequent scratching is available against surcharge

#### Printing Method for Numbers, Characters, Logos, Barcodes or QR Codes:

For barcodes, please specify the type and size.

- Inkjet
- Thermotransfer
- Laser

#### Other Options:

- PVC white
- PVC black
- Transparent PVC
- Punch slot marking (please define)
- Punch slot (please define)
- Magnetic stripes (300Oe (loco), 2750 Oe (hico), 4000Oe)
- Signature field
- Scratch field
- UV print for special 3D effects
- UV print visible only under UV light
- PVC cards
- PET cards
- Composite cards
- Silkscreen metallic pigments
- Embossing
- Other special printing or surface structures, like metallic surface finishing on request

Farpointe Data reserves the right to change specifications without notice.

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