

**PRE-PRINTED CARD  
ORDER FORM**

**ORDER No:** \_\_\_\_\_

**DATE :** \_\_\_\_\_

**CUSTOMER DETAILS**

COMPANY: \_\_\_\_\_ ABN: \_\_\_\_\_

CONTACT: \_\_\_\_\_ POSITION: \_\_\_\_\_

TEL: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_

ACCOUNTS CONTACT: \_\_\_\_\_ TEL: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

DELIVERY DETAILS: \_\_\_\_\_

DELIVERY TIMELINE: \_\_\_\_/\_\_\_\_/\_\_\_\_ REASON: \_\_\_\_\_

**SPECIFIC PRE-PRINTED CARD DETAILS**

NUMBER OF CARDS (TOTAL): \_\_\_\_\_ COST PER CARD: \$ \_\_\_\_\_ \$ \_\_\_\_\_

CARD DESIGN: FRONT: [  ] SPOT COLOUR \_\_\_\_\_ [  ] 4 COLOUR BACK: [  ] SPOT COLOUR \_\_\_\_\_ [  ] 4 COLOUR

SPECIAL FEATURES: \_\_\_\_\_ \$ \_\_\_\_\_  
(UV INK, HOT FOIL STAMP, SERIAL NUMBER ETC.)

SEQUENTIAL PRINTING OR ENCODING: START \_\_\_\_\_ TO \_\_\_\_\_ LEADING 0's [  ] YES [  ] NO

MAG ENCODING: [  ] YES [  ] NO BARCODE: [  ] YES [  ] NO PRINT NUMBER: [  ] YES [  ] NO

OTHER DETAILS: \_\_\_\_\_ \$ \_\_\_\_\_  
(SMART CHIP REQUIRED & TYPE, BARCODE TYPE, ENCODING TRACK, POSITION OF NUMBERING)

GANGED: QTY1: \_\_\_\_\_ QTY2: \_\_\_\_\_ QTY3: \_\_\_\_\_ QTY4: \_\_\_\_\_ QTY5: \_\_\_\_\_ (Min 500 ea 20% charge) \$ \_\_\_\_\_

MAGNETIC STRIPE: [  ] HICO [  ] LOCO SIGNATURE PANEL: [  ] YES [  ] NO

SAMPLE PROOF CARD: [  ] Yes [  ] No (Due to setup costs a \$200.00 fee per set of cards is payable) \$ \_\_\_\_\_

PRIORITY MANUFACTURE: [  ] Yes [  ] No (15% charge) Delivery 3-4 Weeks from Final Proof Sign and Payment \$ \_\_\_\_\_

AIRFREIGHT FROM BRISBANE: [  ] Yes [  ] No (Charged at cost) \$ \_\_\_\_\_

GRAPHIC DESIGN SERVICE: [  ] Yes [  ] No \$ \_\_\_\_\_  
(YES: Artwork fees are charged at \$50/hour [ex GST]) NO: be sure to check our digital specifications page to meet required specifications)  
If supplying artwork, list pantone colours used: (Surcharges may apply for certain pantones. If you are unsure please ask your designer)

Please note that initial proof of artwork is free of charge. Proofs after this are charged at a rate of \$75 (ex GST) per new proof

TOTAL PRICE: \$ \_\_\_\_\_

DEPOSIT REQUIRED: [  ] PAID \_\_\_\_\_ \$ \_\_\_\_\_

**ADDITIONAL INFORMATION:** \_\_\_\_\_

\_\_\_\_\_

The signature below represents and warrants that the party signing below is an authorized representative of the company and accepts the terms and conditions for preprinted card orders from PPC (see page 2)

**DO NOT SIGN THIS FORM WITHOUT READING AND UNDERSTANDING THE PRE-PRINTED CARD ORDER TERMS AND CONDITIONS**

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Pre-printed cards terms and conditions

- Delivery 4-6 weeks from receipt of signed final proof (and or payment of deposit)
- Orders over 50,000 cards may take 5-6 weeks
- 30% deposit required before commencement unless otherwise approved
- Balance of payment due within 7 days of receipt of cards
- 20% surcharge for priority delivery of 3-4 weeks
- Additional pdf proof documents after the first are charged at \$75 each pdf (inc spelling changes etc)
- Minor variations in colours may occur within normal industry accepted pre-printed standards
- Surcharge may apply for specific pantone colours (eg Metallic)
- True metallic colours must be specified and are an additional 5%
- Artwork can be "ganged together" to reach higher pricing threshold at a 20% premium
- Minimum 500 cards per any single design in a "ganged" job
- Variations of any type including colour constitute a different design
- Orders cannot be cancelled and are non refundable after commencement (at the sign off of proof)
- A proof fee of \$200 applies to orders cancelled after a proof is issued, prior to sign off
- A 5% refund is offered if cards are not delivered within 5 weeks from commencement
- The 15% surcharge will be refunded should priority delivery exceed 4 weeks
- Prices quoted are ex Brisbane warehouse and delivery will be charged
- Special delivery needs requested (e.g. air freight) will be charged at cost
- A proof card can be supplied at a cost of \$200 but will delay the delivery by 1-2 weeks
- Accurate matching of card designs produced by different factories may require sample cards and additional time

### **How do we progress from this document?**

In order that PPC provide you the best service possible please find the following outline on how your order will progress from the order to delivery.

- On completing the form it should be faxed to your sales representative on 1300 651 433
- Our sales team will forward the order to our card coordinator ([cards@ppc.com.au](mailto:cards@ppc.com.au)) who will send you a confirmation email restating the procedures and requirements
- You will also need to provide artwork in the required format (see page 3 and 4) or sufficient information for the factories graphic designer to produce your design (charges apply)
- Once artwork is provided you should receive a pdf proof within 48 hours (excluding week end)
- You will need to review the pdf proof for any corrections (inc spelling mistakes)
- Changes if required will be made and a new proof will be issued (at a cost of \$75 excl. mistakes by the designer)
- Once you are happy with a proof you can either sign the proof to start the job or order a proof card (\$200 cost) this is recommended on jobs over 20,000 cards to ensure 100% satisfaction.
- On approval of the proof (pdf or proof card) and payment of deposit (unless otherwise arranged) your delivery period commences (i.e. 4-5 Weeks or 3-4 weeks for priority)
- The job will be shipped once it is received at PPC's office in Brisbane (Freight at cost for airfreight deliveries)
- All card production queries during this process should be directed to [cards@ppc.com.au](mailto:cards@ppc.com.au)
- All payment queries should be directed to [accounts@ppc.com.au](mailto:accounts@ppc.com.au)
- If you have any concerns over the process please contact your sales representative or [sales@ppc.com.au](mailto:sales@ppc.com.au)

# Correct Document Size

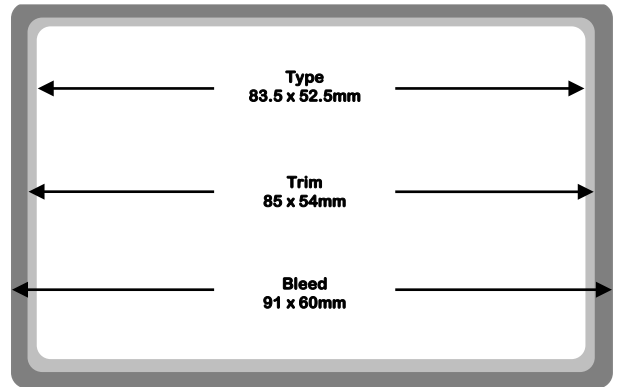
## File document Size

LANDSCAPE – document size MUST be 91mm x 60mm

PORTRAIT – document size MUST be 60mm x 91mm

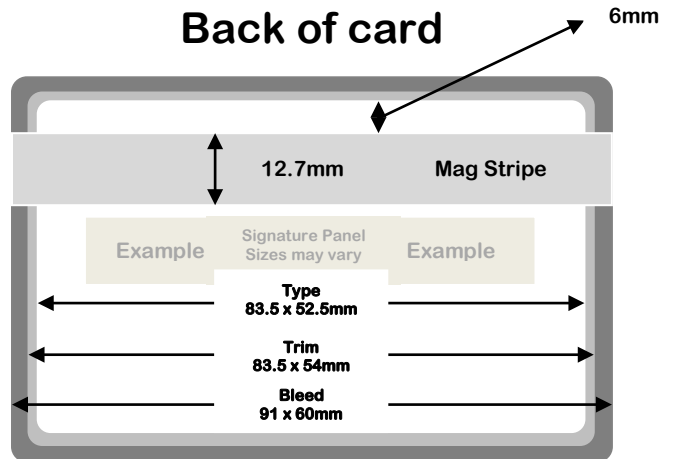
TRIMMED – size is 85mm x 54mm

## Front of card



Measurements are in mm

## Back of card

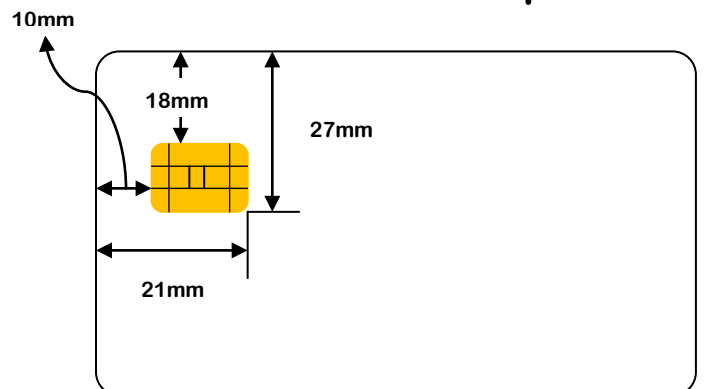


Measurements are in mm

TIP  
Avoid designing borders close to the trimmed edge

TIP  
Signature panels can be any size as long as they are square or rectangle in shape. No rounded corners or text on the signature panel are allowed

## Smart Card Chip



# Correct Document Size

## Accepted software formats (PC Compatible Files only)

**Adobe Illustrator** convert fonts to outlines

**Adobe Illustrator** EPS convert fonts to outlines

**Adobe Photoshop** this type is not recommended for files including type as it diminishes the quality when printed

**Adobe Photoshop** EPS convert fonts to outlines

**PDF** high resolution, embedded all included fonts

Include all embedded and placed files. For more information on file formats contact PPC artwork department.

## Colours for printing

Files will be accepted in CMYK and Pantone colours only. Files in RGB will not be accepted

**Pantone Colours.** Ensure your artwork files specify the exact pantone colour names within the file. All pantones must also be included on your order form

## Images

**Photographs** must be a minimum of 300dpi (resolution) at 100%. NOTE: Photos that are imported into other applications and are enlarged, the resolution should be higher.

**Vector Art** remain as editable paths for optimal printing standards.

## Fonts

All fonts used in the file must be supplied if outlines have not been created, including screen and printer fonts. Fonts must be scripted in True Type Format (windows) or Post Script (windows)

## Gradients & Vignettes

Ensure gradients created in Illustrator are set at 2400 dpi in attributes and document setup. To prevent banding it is best to create gradients in Photoshop.

Also, due to the uniqueness of printing on plastic, graduations should not be 0% to 100%. If graduations are created at about 6% to 99% they have a less tendency of banding.

## Logos

Any logos included in the file must be supplied as vector drawn images, not bitmap or raster. This ensures the image remains crisp and clear. Alternatively, whilst not preferred a high quality logo can be used. If you are unable to supply a suitable logo, we are able to do this for you from supplied artwork at an extra charge.

## General Requirements

**Crop marks** must be included in your file

**Frames/borders** must not be used to mark the trim if you do not want them to be printed.