

Guide To Ordering

PRINTED ID CARDS



www.ribbonworks.co.uk

info@ribbonworks.co.uk

0800 978 8813



STEP
01

PRINTED ID CARDS

Template Design



Once you've confirmed your order we'll get started on creating a master template design.

This stage is just about the basic card layout...don't worry about names or photos yet.

What We Need From You:

Your Logo or Brand:

Any logos or branding you want on the ID card.

Data Fields:

What data you want printed on the card
Eg. First Name, Last Name, Job Title.

Colours & Typefaces:

Any specific colours or type you want used. We can also extract colour information from a logo.

Layout Ideas:

Choose one from our [gallery](#) or share your own rough sketch.



STEP
02

PRINTED ID CARDS

Staff Photos



Got Photos?

If you already have photos of your team, we'll work with you to ensure the image files are all correctly formatted and named.

What We Need From You:

Photos:

Share your existing images with us, following the naming and formatting guidelines we will provide.

Need Photos?

*We'll get you setup on the **EasyBadge App** to take and upload your photos.*

What We Need From You:

EasyBadge App:

Download the EasyBadge app, we'll provide a code to connect to our systems.

Take photos within the app and it will upload directly to us.



STEP
03

PRINTED ID CARDS

DATA IMPORT



Based on your requirements, we'll create a spreadsheet, or CSV file, for you to complete. Return this file and we'll extract the data into our systems.

What We Need From You:

Your Staff Data:

Simply fill in the spreadsheet, or CSV file, that we will provide with all the data for you team.

This might include:

- Forename
- Surname
- Job Title

Or any other data points that you want displayed on your ID cards

Image Filenames:

If you already have photos of your team, we'll need the filenames included in the data capture spreadsheet/CSV file.



STEP
04

PRINTED ID CARDS

PROOF APPROVAL



With all of your data and photos uploaded to our systems, we'll provide you with a PDF proof of all your ID cards.

What We Need From You:

Check Each Card Carefully:

Please review each ID card carefully to check for any errors.

We recommend having each team member double check their own card for any spelling errors

Key Data To Check:

Please ensure you review:

- Spelling in names and job titles.
- Photos are correctly matched to names.
- Longer names and job titles are displayed as required in terms of size and line breaks.



STEP
05

PRINTED ID CARDS

PRODUCTION & DELIVERY

Once you have approved your final proof, we'll give our production team the go-ahead.

What We Need From You:

Delivery Address:

Please double check you have provided us with the correct address for delivery.

Delivery Deadlines:

If you have a hard deadline please let us know so we can ensure your ID cards are delivered on time.

We Will Provide:

Tracking:

Your cards are dispatched on a tracked, normally next business day service with one of our courier partners.

We'll provide you with tracking information so you can keep tabs on your ID cards.



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Printed ID Cards

ID Card Holders & Badge Reels

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For More Information:

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