

## ■ LAYOUT SHEET

Please write your text that you wish to be included on your Business Card/Key Ring on this sheet, ie company name, address, telephone, together with your rough layout and choice of typestyle, we advise you print your text clearly in order to help us eliminate any errors. We offer a free design and artwork service, proofs will be sent for your approval before we go to print.

If you would like us to design your card/key ring then please describe your business as it will be easier for us to create your card, let us know what type of image you are looking for and we will incorporate it into your card/key ring free of charge.

### PLEASE LAYOUT YOUR REQUIRED CARD/KEY RING INDICATING CLEARLY ANY LOGO/MOTIFS AND PRINT COLOURS.

If you want us to include your logo then we will have to scan your artwork, please supply a good quality black and white image of your copy, if you are ordering Full Colour Plastic Cards then we can include any full colour photo/s or images that you want on the card. Our design service can design your logo if required, or even improve the artwork that you have.

Credit Card Size: **86mm x 54mm**



**SIDE 1 (FRONT)**

Credit Card Size: **86mm x 54mm**



**SIDE 2 (BACK)**

### ■ SINGLE COLOUR PLASTIC CARDS / KEY RINGS

Print Colour/s:

BLACK • BLUE • GREEN • RED • GOLD • SILVER • WHITE

Coloured Plastic Card:

BLACK • RED • GREEN • BLUE • BURGUNDY • YELLOW  
GREY • ORANGE • CREAM • GOLD • SILVER • WHITE

### ■ FULL COLOUR PLASTIC CARDS

### ■ FULL COLOUR ACRYLIC KEY RINGS

Clip Art (Description):

### DESIGN AND ARTWORK SERVICE:

IF YOU ARE TO USE OUR SPECIAL DESIGN AND ARTWORK SERVICE THEN PLEASE DESCRIBE YOUR BUSINESS ON THE REVERSE OF THIS LAYOUT FORM.

SCANNED ARTWORK:  PHOTOS CAN ONLY BE USED ON FULL COLOUR CARDS.

CALENDAR ON REVERSE:  CALENDAR PRINTED ON REVERSE OF PLASTIC CARD.

SEQUENTIAL NUMBERS:  FROM:  TO:

SIGNATURE PANEL:  PLEASE SHOW WHERE THE PANEL WILL BE

### ■ FULL DESIGN AND ARTWORK SERVICE

We can also offer you a free full design and artwork service for your Plastic Cards and Key Rings, ideal if you wish to create a unique customised design for your particular business. Just send us a rough layout of your design/text and we will send you your free printed card or Key Ring proof.

All we need from you is your company name and address, together with a brief description of your business, and we will send you a plastic card/key ring proof of your artwork so that you can see what the card/key ring will look like before you order.

We also hold a wide and varied selection of clipart already to be inserted within your artwork. Just let us know what type of image/photo you are looking for and we will incorporate it into your card free of charge, we can also scan any logo/photo that you want to be included.

### ■ HOW TO ORDER

Just fill in the Order Form enclosed together with your layout details and payment in the envelope provided, we will then post or fax your card or stationery proofs to you ready for you to inspect and approve.

Please let us know of any corrections or alterations (we must be advised before we print your cards), we will then send your cards/key rings by post, please allow up to 10 working days for delivery, there is no charge for Postage and Packing. We hope that we can be of service.

**Free Design, Artwork, Delivery, No Setup Charges and No VAT, there are no extra charges with our services.**