

1 PREPARING YOUR LIST OF NAMES

Lists must be prepared by the customer to our specifications. All names, titles, and other text that will be used in your order must be submitted in digital form. **Coller Industries Inc. / Name Tag, Inc. does not accept submissions via fax or verbally over the phone.**

Enter text EXACTLY as you want it to appear on your product, including upper / lower case letters and punctuation. Lists must contain all text to be printed. For duplicate tags, enter the text twice. **Proofread carefully!** Your list will be used to produce your product. Coller Industries Inc. / Name Tag, Inc. is not responsible for lists that are formatted incorrectly or contain errors.

Coller Industries Inc. / Name Tag, Inc. will not edit your list. Lists not prepared to our specifications will be returned for correction, which may cause a delay in production.

Accepted Formats

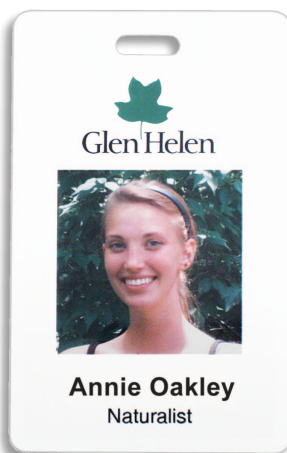
We will accept lists submitted in any of the following file formats:

- Document file - *Microsoft® Word (.doc, .docx), OpenOffice™ (.odt), PDF*
- Text file (.txt)
- Lists submitted in the body of an email
- Spreadsheet file - *Microsoft® Excel (.xls)*



Sample List - 1 Line

Crystal Starr
Tara Torrey
Clara Fye
Clara Fye

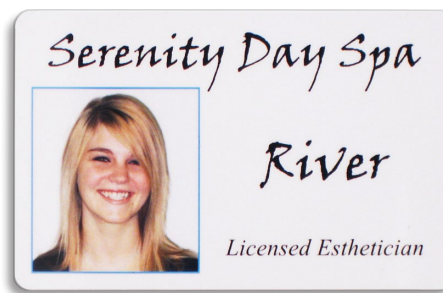


Sample List - 2 Lines

Annie Oakley
Naturalist

Noah Vail
Botanist

Forrest Glenn
Dendrologist



Sample List - 3 Lines

Serenity Day Spa
River
Licensed Esthetician

Serenity Day Spa
Kaylee
Licensed Esthetician

DOCUMENT / TEXT FILES, & LISTS SENT IN THE BODY OF AN EMAIL

All text must be submitted as follows:

- Information for each line of text must be submitted in its own line just as it would appear on the ID. If the layout will have the first and last names "stacked" instead of on the same line, then the names will need to be submitted with the first name on the line above the last name.
- For IDs with one line of text, enter information without leaving blank lines between ID information. If your IDs have multiple lines of text, leave one blank line between each ID's information.
- For duplicate IDs, enter the text twice.
- Remove all formatting (size, bold, etc.) from your list.
- A line of descriptive text may be entered into the list to separate groups of IDs with different features (fastener type, number of lines, etc.).

Sample Spreadsheet List - 1 Line

	A	B	C
1	Crystal Starr		
2	Tara Torrey		
3	Clara Fye		
4	Clara Fye		

Sample Spreadsheet List - 2 Lines

	A	B	C
1	Annie Oakley	Naturalist	
2	Noah Vail	Botanist	
3	Forrest Glenn	Dendrologist	

Sample Spreadsheet List - 3 Lines

	A	B	C
1	Serenity Day Spa	River	Licensed Esthet
2	Serenity Day Spa	Kaylee	Licensed Esthet

SPREADSHEET FILES

Enter the information for your list at the top of the sheet (Row 1, Column A). All information for the ID is entered on the same row. Each line of text to be added to your ID is entered into an individual cell. Begin a new row for each item ordered. Do not leave empty rows between items.

EMAILING LISTS

You may also choose to email your lists to us. Please include your name and contact information in the email, as well as a brief description of the product(s) you are ordering.

2 PREPARING YOUR PHOTOS

Photo files should be submitted separately from the name and title list (do NOT insert photos into a document file with the list). File names should be the name of the person pictured, exactly as it will appear on the Photo ID. Only put one photo per file.

These need to be high quality photos (300 dpi or better). Low quality photos will appear blurry or pixelated once printed. Use a good camera and proper lighting to ensure a high quality ID. Photos should be in focus. DO NOT CROP the images. Our designers will handle the cropping of each image to maintain a uniform appearance across all the photo IDs for your company.

For best results, try to take all employee photos with the same background and lighting. This will ensure a standard look for all of the photo IDs, and helps them to look more official and professional.

Photos will be used exactly as provided, no editing (other than cropping) or color-correction will be done. Make sure you are satisfied with all photos before submitting them. In most cases photos will be printed very small, please consider this when choosing your photos.

Accepted Formats for Photos

We will accept photos submitted in any of the following file formats: .jpg, .bmp, .png, .gif, .tif.

3 PROVIDING YOUR LOGO & ADDITIONAL ARTWORK

High quality artwork is required (vector art or bitmap at 300 dpi). An image from the internet (usually .jpg, .png, .gif) saved at a resolution of 72 dpi may look great on your monitor, but will not print well. You can not improve the quality of the image simply by saving it with higher dpi settings. The image will have more dots per inch, but the quality will remain the same or even degrade further.

Unfortunately, we cannot consider faxes, photocopies, business cards, printed products, or photos of the above to be print-ready artwork. We can quote most jobs by using such artwork, but we cannot use this art for production. Artwork submitted must be PC compatible. If you want to submit files that have been created on a Macintosh, please convert ALL text to curves and save it in a PC compatible format.

All art received by Coller Industries Inc. / Name Tag, Inc. must be in compliance with all trademark, copyright, patent or related laws or acts and are the responsibility of the customer. Each customer assumes full responsibility for all claims and/or litigation arising from alleged infringement of licenses, patents or copyrights on any requested design or copy.

If your logo uses specific PMS colors, please include the names of those colors. We will make reasonable efforts to match them. However, we are unable to guarantee color matching due to restrictions and limitations in the production processes.

CUSTOMER SUPPLIED LAYOUTS

We are happy to accept designs for your ID. However, our proprietary software must be used to set up custom products. We will match your layout but need to adjust for the printing requirements and restrictions of our machines.

All variable elements will be inserted in the same place, using the same font and size, and cannot be adjusted on a piece-by-piece basis. Layouts are therefore set up to accommodate the longest name/title and all other variables will then fit in the same space on each ID. You may submit one example with a name, photo, and other variable information. Please also submit a file that contains only the elements that will remain exactly the same on every piece.

If you are creating an ID that will have an image that fills the background or meets the edge (bleed), create your background image to the exact size of the ID (3.375" x 2.125"). No overlap or bleed area is required. Keep the corners of your image square.

FONTS

If you have a specific font that you would like to use, you may request it and we will see if it is available. You will be advised if there are any problems with your font request.

Accepted Formats for Logos

We will accept logos submitted in any of the following file formats: .eps, .ai, .cdr, .pdf, .jpg, .bmp, .png, .gif, .tif.

4 HOW TO “ZIP” YOUR FILES INTO A SINGLE FOLDER

One of the best ways to submit multiple files, or large files, is to “zip” them using a file compression software package. Most operating systems include a zipping utility with the operating system. Zipping a file or files has three major benefits:

- The file size is generally reduced (results vary). This is because zipping is a type of file compression. The file is less likely to be too large to send and will transfer faster.
- Files with the *.zip* extension are not executable, so nearly all spam filters will not block a file if it is zipped.
- You can send multiple files by attaching a single *.zip* file to your email (which usually takes less time to send and receive).

There are a few different ways you can group your photos to send them to us. A good maximum limit for an email attachment is 1MB - choose one of the following methods to arrive at zipped files that are 1MB or smaller:

- If you have small image files, or not very many of them, than you may choose to zip all of them into a single zipped file and send all at once. Depending on size, you might also be able to fit your list of names and your company logo in there as well.
- If you have larger image files, or a lot of them, you may need to create smaller groups of them to zip. Try for 3 to 10 images in each zipped file. When emailing them to us, only send one zipped file at a time. It is helpful if you can let us know how many total files we can expect, so we will know if one doesn't go through for some reason.
- If your images are SO large that a single image is still over 1MB even after being zipped by itself, please consider using whatever image editing software you might have access to, and re-size the image to be smaller.

FOR INSTRUCTIONS ON HOW TO ZIP A FILE, PLEASE REFER TO THE APPROPRIATE OPERATING SYSTEM BELOW.

Windows XP

1. Open the folder where you want the zipped folder to be.
2. On the *File* menu, point to *New*, and then click *Compressed (zipped) Folder*.
3. Type a name for the new zipped folder, and then press *ENTER*. Your new zipped folder is displayed as a folder icon with a zipper. Depending on which folder options that you have set, a *.zip* file name extension may also appear.
4. Now you can drag files or folders into the zipped folder. When you move a file or a folder to a zipped folder, that file is automatically compressed.

Windows Vista or Windows 7

1. Locate the file or folder that you want to compress.
2. *Right-click* the file or folder, point to *Send To*, and then click *Compressed (zipped) Folder*. A new zipped folder is created. To rename it, *right-click* the folder, click *Rename*, and then type the new name.
3. If you need to add more files to your new zipped folder you can drag files or folders into the zipped folder. When you move a file or a folder to a zipped folder, that file is automatically compressed.

Mac OS

1. Group into a folder only the files you will be including in the zipped file. Select this folder (click on it once).
2. Go to *File* and choose *Compress*.
3. Once a zipped folder has been created, you will not be able to add files to it.

UPLOADING FILES WITH FTP:

Contact Customer Service for access information to our FTP server.