



ID Bureau Service

April 2011

Our **ID Card Bureau Service** is a great solution for those customers who need a one-stop shop to produce their ID cards without the hassle and expense of having to buy special printers etc.

With no minimum order quantity, this service is ideal for smaller to medium sized security conscious organisations.

Capital Badges can design and print high quality ID cards for use with lanyards, cardholders and other accessories.

Example costing:

25 ID cards would cost £ 1.66 each, + £25.00 set-up & origination, + £4.99 P&P = £71.49, +VAT

Single-sided print (including photo, name & title/number as required)	Quantity	Price (£ each)
	1-4	4.39
	5-9	2.74
	10-24	2.19
	25-49	1.66
	50-99	1.49
	100-199	1.27
	200-499	1.09
	500+	0.93
Card black back		+£1.00 per card
Re-Cycled Plastic ID Card		+ 0.10 per card
Double-sided printing		+£0.52 per card
Set-up and origination		£25.00
Post & Packing		£4.99
Photography Service	We can visit your premises to take portrait photos. Cost £30.00 per hour or part thereof (including travel time) plus mileage @ £0.40 per mile.	
Photo & Data Enhancement Service	We can enhance your photos and clean your data. The charge for this service is £5.00 per 6 minutes or part thereof.	
Delivery time	Two weeks from our receipt of signed-off layout	
Specifications	Names/Titles etc	Access or Excel file
	Photos, logos etc	JPG(Preferred) or TIFF
	Sketch of preferred layout	Any medium

Accessories (lanyards, card holders etc) cost as shown on the ID Price List.

Capital Badges

Business Centre West
Avenue One

Letchworth Garden City
Hertfordshire SG6 2HB

Telephone: 01462 678314

Fax: 01462 678315

Email: info@capitalbadges.co.uk

Web: www.capitalbadges.co.uk

Please ask for a copy of our 'Ordering Guidance'.

All prices subject to change without notice.

All prices exclude VAT

Please note: On all orders, there is a small charge of £4.99 per shipment for Post & Packing
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