



Business Centre West, Avenue One, Letchworth Garden City  
Hertfordshire SG6 2HB, United Kingdom

## ID Bureau Service - Ordering guidance

To order ID Badges (Cards), please email your order with the following:

1. An attached copy of your organisations crest or logo and/or any other graphic you would like on your badges.  
Please supply as high a quality copy as you have available.  
Alternatively you can post a hard copy to us and we will scan it for you.

2. A list of names, titles or any other required text you want on each badge exactly as you would like it to appear on the badge – preferably in an Excel spreadsheet. Eg...

	A	B	C	D	E
1	<b>Ref</b>	<b>Name</b>	<b>Title</b>	<b>Other Required Text</b>	
2	001	Joe Bloggs	Job Title1	...	
3	002	Another Name	Job Titel2	...	
4					

3. Photos if required, 300dpi (minimum), JPG format and as you would like them to appear on your badge. (Please see note below)  
Please name the photo file using either:
  - a. The name of the subject as used in step 2 above  
eg. 'Joe Bloggs.jpg' is the photo file for 'Joe Bloggs'  
Please include the space (Not – or \_) between Joe and Bloggs.
  - b. A reference to the name in step 2 above  
eg. '002.jpg' is the photo file for 'Another Name'
4. State any preferences you have for colours, fonts, position of graphics.  
If you have an outline sketch available, please send this to us.
5. You can send your photos, spreadsheet, logo etch either by Email, on a disc, on a memory stick – or you can submit everything using our online configurator at...  
<http://www.kosmos-design.co.uk/id-configurator/id-stage01.asp>

### NOTES:

- For step 2, we can provide a photo enhancement service. This is charged at £45.00 (+VAT) per hour in increments of 6 minutes (£4.50). We can not guarantee to enhance photos but we will assess your photos before starting work and advise accordingly. Please indicate if you would like this service.
- We can visit your premises to take portrait photos. The cost is £25.00 per hour or part thereof (including travel time) plus mileage @ £0.40 per mile.
- For step 4, if you have no preferences, please leave it to us and our graphic designers will design your badge using their professional judgement.
- Please do not hesitate to contact us with any questions or queries.  
In the meantime we look forward to serving you as our valued customer.