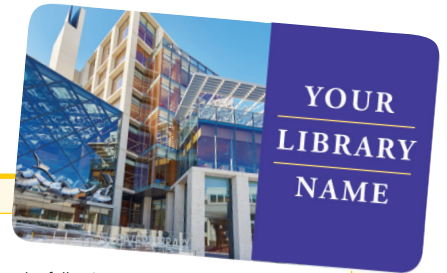


# Ordering Information for CUSTOM PATRON ID CARDS



## HOW

### Custom Imprint Ordering Instructions for Patron ID Cards

Please photocopy this form, fill out, and include with your order. When ordering by phone, please specify your choices for the following. For reorders, please include a sample and a previous order reference number is provided.

- Demco No.:** \_\_\_\_\_
- Quantity** \_\_\_\_\_  
See minimum order number under each product
- Is this an EXACT reorder? Yes No  
If yes, please provide previous Order Reference Number \_\_\_\_\_
- Message:** Type or print your message exactly as you wish it to appear.  
Are you sending a Hard Copy of Imprint? Yes No  
If no, please provide Front Imprint and Back Imprint exactly as you wish it to appear.
- Graphics:** Please provide artwork according to specifications. Visit [demco.com](http://demco.com) and Search: [customimprint@demco.com](mailto:customimprint@demco.com). An artwork modification fee (P128-8877) will be charged to your order if artwork requires alterations.

### Please answer #6 for Key Tag Patron ID Cards.

- 6) Ink Colors:  
Front: 1 \_\_\_\_\_ Back: \_\_\_\_\_  
Front: 2 \_\_\_\_\_

### Please answer #7 for Key Tag Patron ID Cards & Bayscan Patron ID Cards.

- 7) Optional Signature Panel? Yes No  
If yes, please add appropriate charge if applicable.  
Please indicate placement of Signature Panel: Front Back  
**Please answer #8 if you are requesting a barcode.**  
8) Indicate placement of Bar Code: Front Back

## HOW

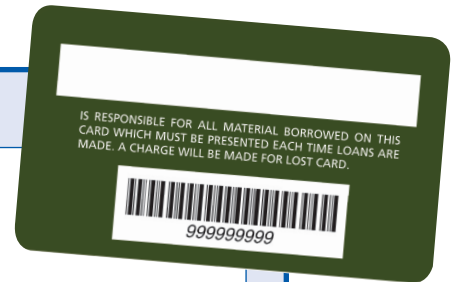
### Order Your Bar Code Labels

#### Ordering Instructions for Bar Code Labels

Please photocopy this form, fill out, and include with your order. When ordering by phone, please specify your choices for the following.

- Contact name:** \_\_\_\_\_
- Phone No. with area code and extension:** \_\_\_\_\_
- Email address:** \_\_\_\_\_
- Product number:** \_\_\_\_\_
- Color of bar code** (Only if ordering a colored label): \_\_\_\_\_
- Quantity** \_\_\_\_\_
- Sample enclosed?**  Yes  No  
(We strongly recommend sending a sample of your last sheet in PDF or JPEG format.)
- If using check digit, which mod?**  
(Select only one, please verify with your software program for information):  
MOD10 MOD43  
Other \_\_\_\_\_

- Bar code symbology:**  
Code 3 of 9 Interleaved 2 of 5 Codabar  
Other \_\_\_\_\_
- Starting sequence number:**  
(Must show exactly as you wish the number to appear, including any letters and spaces. 14-digit maximum, 9-digit maximum for mini-barcode labels)  
\_\_\_\_\_
- Total number of Digits and/or Characters in the sequence number?  
1 2 3 4 5 6 7  
8 9 10 11 12 13 14
- Heading imprint information:**  
(35 characters/spaces max, 25 characters/spaces max for mini labels, 40 characters max for DATA2 labels.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Upper case or upper & lower case heading:**  
ALL UPPER CASE Upper/Lower Case



Have questions or need help?  
Email [custserv@demco.com](mailto:custserv@demco.com) or call 800.356.1200.