

Production Guidelines for Card-in® Forms with Integrated Cards

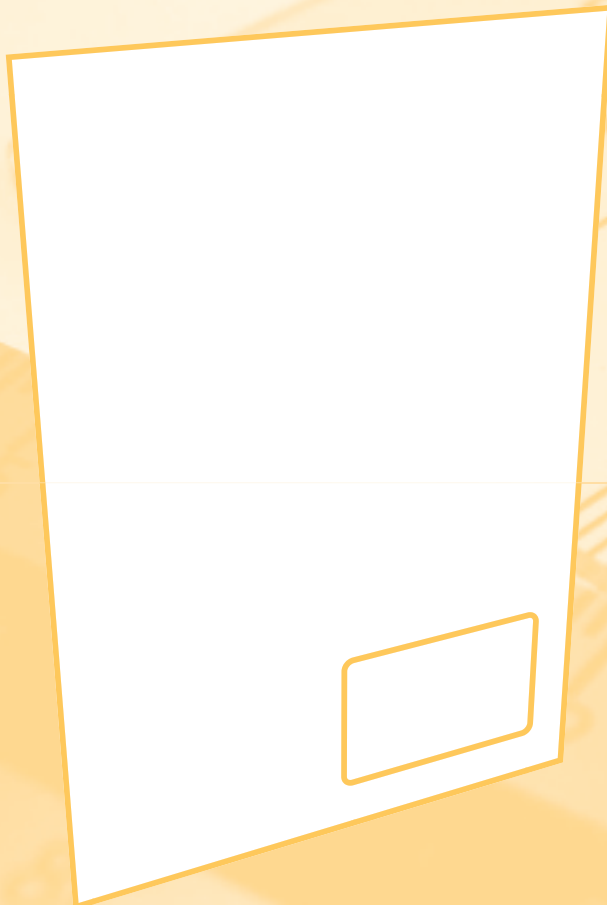
1. Card format

The international format of a standard card is **85 mm x 54 mm**. The corner radius amounts to 3 mm. Other formats and radiuses are, however, also possible.

2. Format for card carrier

The standard format for the carrier form is DIN A4.

For other formats than DIN A4, e.g. DIN Long, DIN A5, etc., we require, for each colour, a **print-free space of at least 8 mm** for the so-called clamping channel. Our product consultant will be glad to answer any questions you may have.



3. Design specifications

The **laminate overlaps the card approx. 5 – 10 mm** in each direction. No perforations, no fold lines, no cutting lines and no paper margins may exist in this area. In the case of back-side laminates with paper covers, no printed information should be included in the area of this overlap since otherwise that information will be covered up.

The **front side and the back side of the card** must be created absolutely **congruent**. If the card motif is to be pre-punched, please take a **punching tolerance of ± 1 – 2 mm when setting up the first cut**.

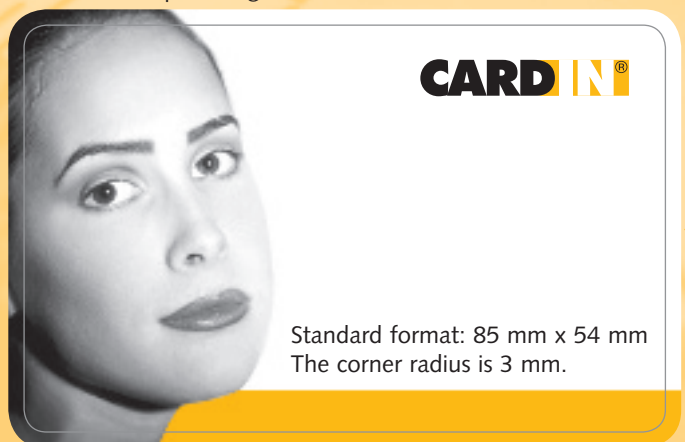
In the case of full surface area prints, a transparent foil should be selected in order to make sure that undesirable air pockets are not accentuated in addition. This often occurs with uncoated papers. Full surface area dark colours also accentuate air pockets in the case of uncoated papers and should therefore be avoided whenever possible.

If the card are to be numbered, a distance of 20 mm between the card and the top or bottom edge of the form must be provided.

Already when designing the card, think about the **appropriate handling instruction for separating the card**. Position the instruction mentioned below close to the punching edge from which the card is to be separated:

Fold back paper and separate card carefully

Please take a punching tolerance of 1 – 2 mm into account!



Laminate overlap: please allow for up to 10 mm!

4. Inscription options

| Front side | Laminate | Laser | Matrix | Ballpoint pen | Ink-Jet | Stamp |
|------------|-----------------------------------|-------|--------|---------------|---------|-------|
| | 50 my | x | x | x | x | Test |
| | 50 my matt | x | x | x | | Test |
| | 50 my semi-matt | x | x | x | | |
| | 50 my transparent | x | | | | |
| Back side | | | | | | |
| | 50 my print/transparent cover | | | x | | Test |
| | 50 my standard/paper cover | | | Test | | |
| | 50 my standard/transparent cover | | | Test | | |
| | 100 my standard/transparent cover | | | Test | | |

5. Print documents

Do you have data for us?

Please do not create the card carrier and card separately but together in one form instead. The position of the card is therefore defined by you immediately.

Send us your DTP files (e.g. PDF)

- on a data medium
- by ISDN via:
 - Mac: Leonardo +49 (0)421 - 56 59 114 or
 - PC: Fritz card +49 (0)421 - 56 59 115
 - (please call the media pepress department in advance by dialling: +49 (0)421 - 56 90 5-32)
- by e-mail: daten@koopmann.de

For the output of your data, we require a position-binding printout in original size and, if required for motif-related reasons, a colour-binding proof.

6. Help

Should you still have any further questions, please call us!

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