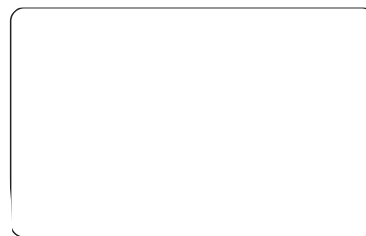


CARD ORDERING GUIDE

SecuraKey
A DIVISION OF SOUND CRAFT, INC.
Smart. Reliable. Secure.



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SECURA KEY CARDS

Secura Key manufactures a variety of access control cards. Some of these cards are proprietary to our OEM customers. Others are special technology cards and key tags produced to exact specifications. The following information relates only to our most popular access control cards, sold under the Secura Key brand.

PROXIMITY CARDS

Radio Key® proximity cards are available in three form factors: molded (clamshell) wallet-size cards; ISO-thickness CR80 cards and oval key ring tags. These are available in a variety of programming and format options. See “Ordering Secura Key Proximity Cards” on the following page.

Radio Key® proximity cards are now available in specific HID-formats: 26,34 and 37 bit. To indicate that this option has been selected, we have added an H suffix to the base part number, to differentiate these cards from regular Radio Key card orders. (RKCMH, RKCIH, RKKTH). The 3-digit Format number must still be provided with the order.

RKCM-01, RKCM-02 **2.125” wide**
or **3.375” long**
RKCMH-02 Cards: **0.065” thick**



RKCI-01, RKCI-02 **2.125” wide**
or **3.375” long**
RKCIH-02 Cards: **0.033” thick**



RKKT-01, RKKT-02 **1.260” wide**
or: **2.000” long**
RKKTH-02 Key Tags: **0.200” thick**



Example:

RK CMH -02

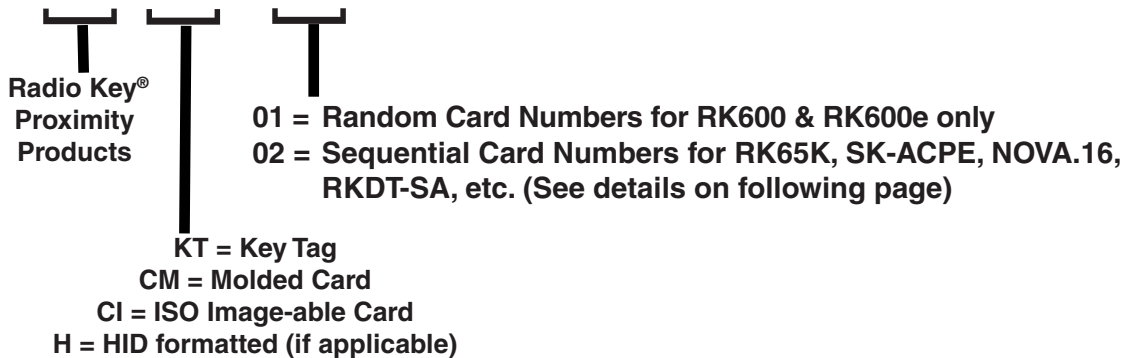


PHOTO ID OPTIONS:

- RKCI-01/02** These cards are designed to work with most dye-sublimation plastic card printers on the market. We stock these cards with no printing, white/glossy on both sides. They also have the facility code, card ID numbers and the Sales Order number laser-engraved on the front. Read “Information on Dye-Sublimation Printing of Secura Key Cards” below.
- SK-IDL-100** These adhesive-backed labels are CR80 card sized and may be printed in most dye-sublimation plastic card printers. The paper backing can then be removed from the label, which is then applied to the RKCM-01/02 cards. Read “Information on Dye-Sublimation Printing of Secura Key Cards” on page 11. The part number is for a pack of 100 labels.

SALES ORDER (SO) NUMBER:

The Sales Order (SO) Number is now laser-engraved on encoded Secura Key Cards, except for OEM cards. The SO number allows Secura Key customer service to refer end-user customers to their dealer for card re-orders, and it can help determine the format, encoding and other ordering information associated with the cards.

ORDERING SECURA KEY PROXIMITY CARDS

1. Determine Card / Tag Type.

- RKCM -Standard molded card. Lowest cost, most durable and best read range.
- RKCI- ISO-standard thin card. Used with dye-sublimation printers. Custom printable.
- RKKT- Key ring tag.

2. Random or sequential numbering.

- 01 Random numbers, no facility code, laser engraved numbering. Used with standalone access control units, RK600 and RK600e.
- 02 Sequential numbers, with facility codes, laser engraved numbering. Used with Wiegand output proximity readers: RK-WM, RK-WS and RK-WL, RKDT-WM/WS, RKDT-SR-M/S and with RK-65K, RKDT-SA-M/S, SK-ACPE-LE and NOVA.16 access control units.

3. Format (applies to –02 cards/tags only).

Format 201 - 26-Bit Wiegand. Use this when connecting Secura Key readers to control panels by others. Format 201 is also stocked by some distributors for quick delivery. Many end users will share each facility code. Card numbers range up to 65,635. 255 facility codes are available.

Format 303 - 32-Bit Wiegand. Recommended when using Secura Key readers with SK-ACPE. Card numbers range up to 65,635. Format 303 allows over 16,000 different facility codes. Each job can be issued a unique blind facility code. Blind codes are used to look up the true encoded Facility Code at the factory.

The following formats can be used with HID® Proximity Readers or RKDT Dual Technology Readers.

- **Format 701**, 26-bit Wiegand. (HID Format: H10301)
- **Format 702**, 34-bit Wiegand. (HID Format N10002) Used in Honeywell Northern Computers Systems. Card numbers and facility codes are available up to 65535
- **Format 703**, 37-bit with Facility Code, (HID Format H10304) Card numbers are available up to 500,000 and facility codes up to 65000 are available. Many panels cannot handle ID numbers or facility codes this long. Secura Key does not guarantee unique numbering.
- **Format 704**, 37-bit without Facility Code, (HID Format H10302). ID numbers are available up to 6 billion - Most panels cannot handle a card ID number this long. Secura Key does not guarantee unique numbering.

HID® is a registered trademark of HID Global Corp.

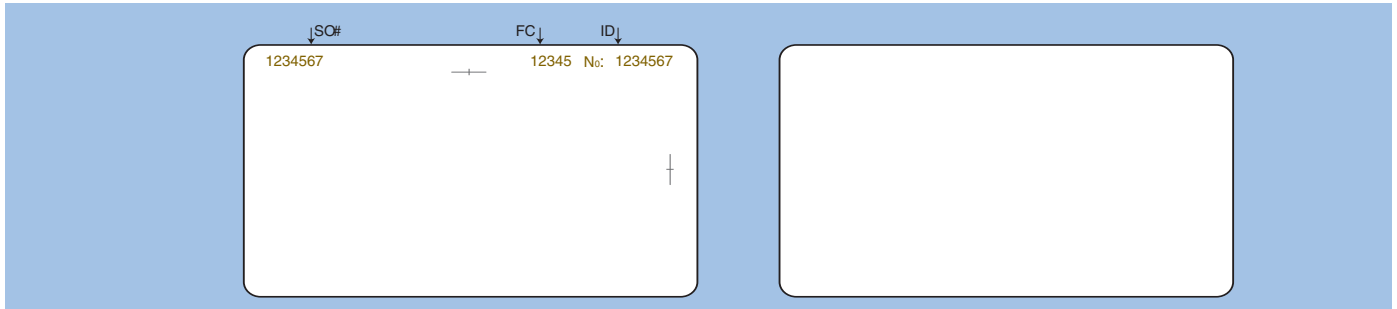
4. Card Numbering (Facility Code and Card ID Numbering - applies to -02 cards/tags only)

If you are ordering cards for a new project, and do not need to match an existing facility code, for Format 201 cards, say “NEW FACILITY CODE” and we will furnish cards from stock (sequentially numbered, all with the same facility code). For Format 303 cards state “NEW FACILITY CODE” for a new installation and we will create a new blind code and encode the cards to order. New Format 303 projects usually begin with Card ID Number 1.

If you are adding cards to an existing system, specify the starting Card ID Number for the new set. Usually the Starting ID Number will be one number higher than the highest card currently in use. Card numbers must be sequential with no gaps. You must also state the existing Facility Code on your order. Format 201 facility codes are designated by a letter and a number (i.e. A3, C6). (This is a reference code, which refers to the actual 3-digit facility code.) Format 303 facility codes are designated by five digit numbers (blind codes, not the actual encoded facility code). If you are ordering HID® formatted cards, the actual facility code, the letter “H” and the number of bits will be engraved on the card (i.e. 001 H26)

STANDARD PRINTING OPTIONS (RKCI CARDS):

Unless otherwise specified all RKCI cards will be blank (white) on both sides with a glossy finish. They can also be ordered with Secura Key standard artwork printed on both sides (AF 7724). Custom artwork can also be provided, at an additional charge. Unless otherwise specified, sales order number, the facility code and card number will be printed on the front of the card. Laser Engraved Numbering is standard. See Card Options on Page 12.



BARIUM FERRITE CARDS

Our most popular barium ferrite cards are those used with the 26SA and the 28SA-PLUS access control units. These cards are factory-encoded with a facility (site) code and a unique card ID number. When re-ordering these cards it is necessary to specify the existing facility code and to provide the starting card number (generally one number higher than the highest existing card).

SKC-06 Cards: 2.125” wide
3.375” long
0.044” thick



SKK-06 Key Tags: 1.310” wide
2.940” long
0.044” thick



Small eyelet hole at end of card - Optional

***Before re-ordering cards for the 26SA Access Control Unit, it is essential to verify which version is currently being used due to card capacity limitations.**

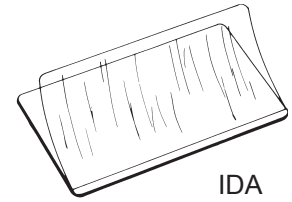
To determine which version is being used simply] | as e an existing & a [} c @ d ~ & @] | æ ^ Á

- If the 26SA Unit beeps, it is a v1 card that can hold 1000 cards
- If the 26SA Unit does not beep, it is a v2 card that can hold 10000 cards

PHOTO ID OPTIONS:

Dual Bond Cards:

SKC-06 cards have a clear plastic overlay flap with a strong adhesive for making self-laminated ID cards. Peel away the backing sheet and attach the photo or other document to the face of the card. Press down the clear flap and you have a permanent ID card.



Direct Image:

Order SKC-06 cards with Art File 7728 or SKC-03 cards with Art File 7729. This preprinting is limited to the top-front face of the card and leaves ample space for a photo, etc. Standard card thickness is 0.044", so be sure your card printer can accept this thickness before ordering cards. Laser engraved numbering is included. Read "Information on Dye-Sublimation Printing of Secura Key Cards" below.

STANDARD PRINTING OPTIONS:

Unless otherwise specified, SKC-06 cards will be printed with a blue Secura Key logo, Art File 7728, and SKC-03 cards will be printed with Art File 7729. Standard printing options are available at no extra charge.

Additional Art Files (Logo Colors - See page 5) with the standard Secura Key logo artwork are also available. Artfiles are indicated on the next page. Red, Green, Orange and Blue logos are available to help visually identify different groups of card holders. **There will be no custom printing or setup charges for these artfiles, but the MOQ is 250 cards, Lead time is 3 weeks.** Unless otherwise specified, the Sales Order number, facility code and card number will be printed on bottom edge of the back of the card. Laser Engraved Numbering is standard.

CUSTOM PRINTING OPTIONS:

Secura Key can pre-print your cards with custom graphics. One-time set-up charges are incurred for each new artfile. There are no printing charges when printing from an existing artfile. Other special services and accessories are available. Read "Guide To Ordering Cards With Custom Artwork" on Page 12.

See additional card options on last page.

NOTE:

***Before re-ordering cards for the 26SA Access Control Unit, it is essential to verify which version is currently being used due to card capacity limitations.**

To determine which version is being used simply use an existing card.

- If the 26SA Unit **beeps** that can hold 1000 cards.
- If the 26SA Unit **does not beep** that can hold 2000 cards.

CARDS FOR TOUCH CARD® READERS

SKC-06

AF 7728
Standard
Numbering on
Back



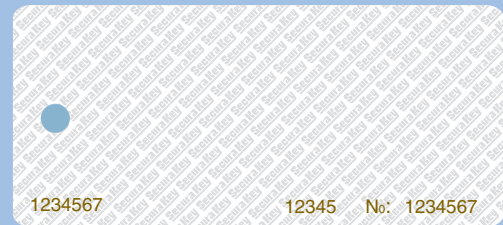
↑ISO #

FC↑

ID↑

SKK-06

AF 7735
Standard
Numbering on
Back



↑ISO #

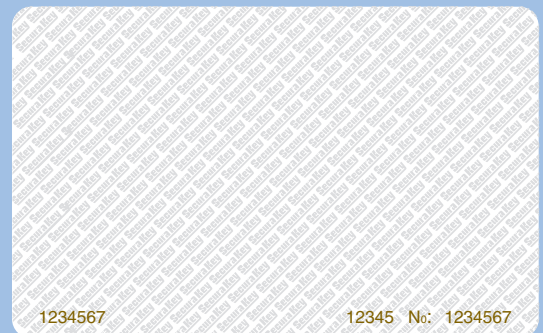
FC↑

ID↑

CARDS FOR INSERT READERS

SKC-03

AF 7729
Standard
Numbering on
Back



↑ISO #

FC↑

ID↑

Logo Color	TouchCard® -05, 06, 07, 08	Insert -01, 03
Red	8039	8042
Green	8040	8043
Orange	8041	8044
Blue	7728	7729

COMMON CODE CARDS

The SKL-03P insert reader uses SKC-03 cards. These cards have a facility code that is common to all of the cards. The cards do NOT have individual ID numbers, but may be ordered with sequential numbering to aid the customer in card accounting.


All ID and artwork options available with the SKC-06 cards are also available with SKC-03 cards.

e*TAG® CARDS AND TAGS

STANDARD PRODUCTS


Secura Key manufactures a variety of plastic cards and tags with 13.56 MHz transponder inlays. Certain standard shapes and inlay types are available.


PACKAGE DIMENSIONS


ETCI04	ISO Standard thickness, CR80 dimensions; looks like a credit card. Laser numbering, standard	0.033 " thick 3.375 " long 2.125" wide	
--------	---	--	---

ETCI04	Same as ETCI04-1, with Hi-Co Mag Stripe, unencoded
--------	--

Diagrams To
Scale, but
Not Actual Size

ETST03	Standard; designed to hang on a key ring. Laser numbering, standard	0.067" thick 2.205" long 1.102" wide	
--------	---	--	---

ETKT03	Special; designed to hang on a key ring. Laser numbering, standard (Hole shape: half moon (Std.), round (optional) eyelet (optional))	0.067" thick 2.125" long 1.102" wide	
--------	---	--	---

ETAT03	Adhesive Label Laser Numbering, Standard	0.015" thick 1.49" long 0.885" wide	
--------	---	---	---

ENCODING

All cards, tags and labels can be ordered encoded with either 26 or 32-bit Wiegand data format. You must specify the bit format together with the Facility Code and ID Range, when ordering. (Card format is no longer part of the card model number). On e*Tag® credentials, the letter "E" always appears as the first character of the facility code (i.e. EA6 for 26-bit, or E12345 for 32-bit).

CUSTOM PRODUCTS

Secura Key can quote on any type of transponder packaging requirements:

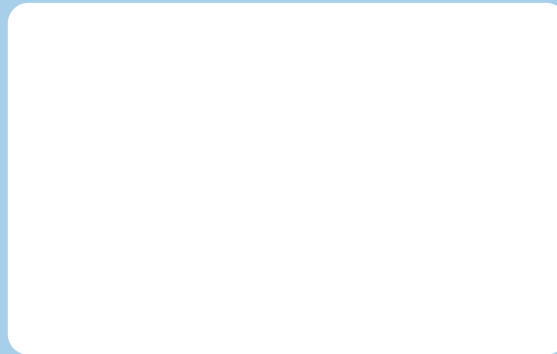
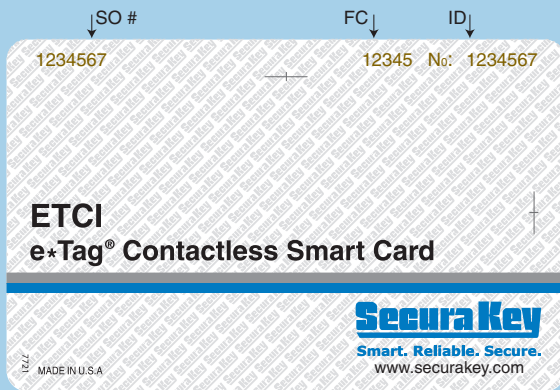
- Special form factors
- Packaging inlays by various manufacturers
- Special encoding, with or without encryption
- Custom graphics and printing
- Variable data (i.e. bar codes, sequential numbering, etc.)
- Magnetic stripes, multi-technology, signature panels, etc

See Complete Card Options on last page.

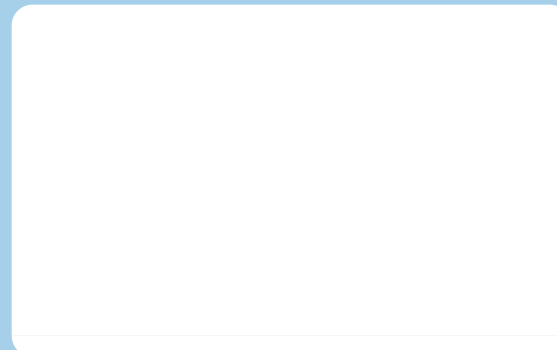
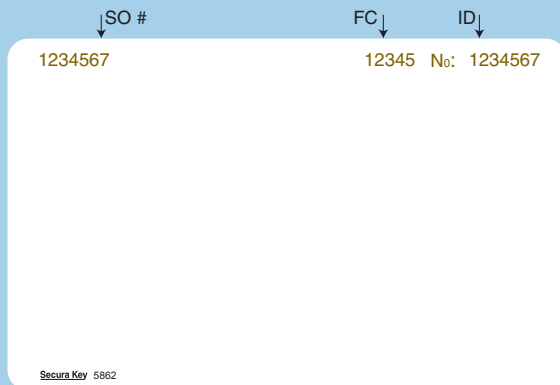
E*TAG® CARDS AND KEY TAGS

ETCI

AF 7721
Standard
(Numbering
on Front)



AF 5862
Optional



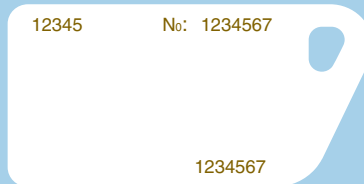
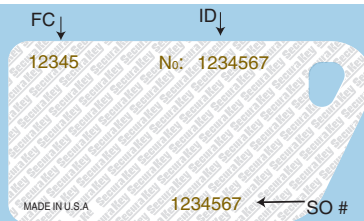
FRONT

BACK

ETST

7732
Standard

5867
Optional



e*Tag® Cards and Key Tags

e*Tag® products are available as standard wallet cards and in two key tag designs (shown actual size).

Unless otherwise specified, standard artwork will be used. (AF 7721 for cards, AF 7732 or AF 7734 for key tags).

You may also specify all-white cards and tags, as shown. AF 5862 for cards, or AF 5867 for ETST key tags or AF 5863 for ETKT key tags with moon shaped hole, all at no extra charge. Also available, AF 5987 with round hole (not shown), with or without optional eyelet.

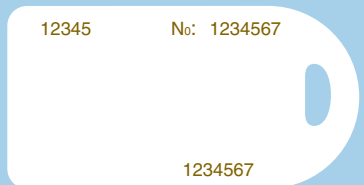
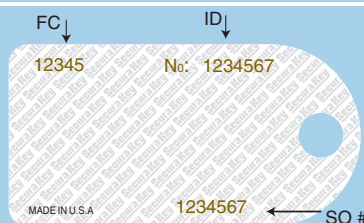
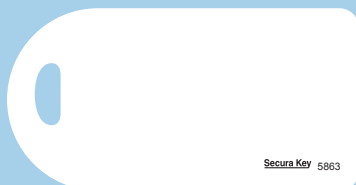
Custom artwork can also be provided, at an additional charge.

Cards and key tags for use with access control systems should be ordered in 26-bit or 32-bit DES-encrypted formats. These formats have a facility code (common to a particular site) and individual card ID numbers.

ETKT

7734
Standard

5863
Optional



WIEGAND CARDS

Secura Key is one of the few remaining sources for Wiegand Swipe Cards. These cards work with Wiegand Swipe readers manufactured by HID and Sensor Engineering. Secura Key offers Wiegand Cards in formats up to 40 bits. To order 26-bit cards, just provide the facility code and the number range; for other formats contact the factory, as one or more sample cards may be required.

Secura Key does not provide “zero-gap” Wiegand cards. If cards within the requested number range fail to pass quality testing, additional cards immediately above the range will be provided to complete the order. Wiegand modules are manufactured prior to lamination and die cutting of the cards, and 15 cards are laminated in a single sheet, so it is not practical to replace an individual card that fails. Wiegand cards are not returnable, because every order is custom manufactured, so be certain about encoding and printing information prior to placing the order.

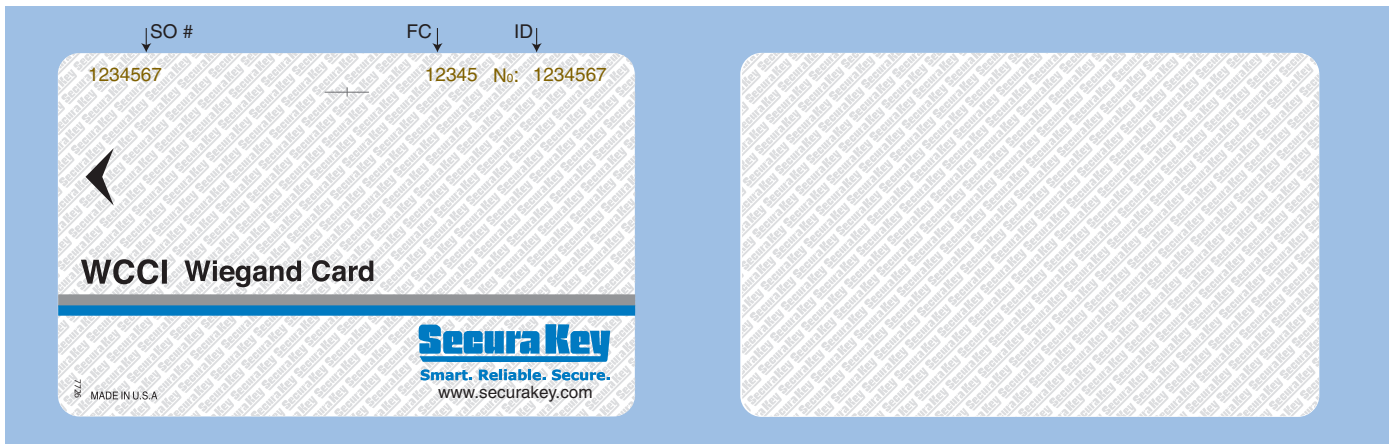
Wiegand Cards are available with many different options and these are specified in the part number and encoding information that you include in the order. Please review the Wiegand Card Ordering Guide and call the factory if you have any questions.

Secura Key also manufactures Cardkey compatible Wiegand cards sold exclusively through Johnson Controls.

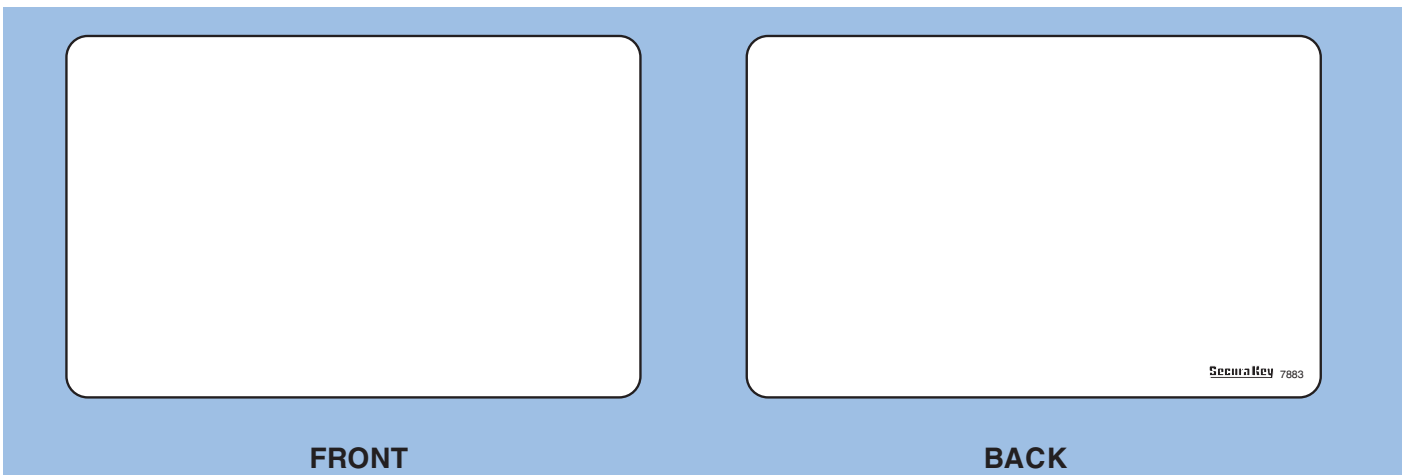
STANDARD PRINTING OPTIONS (WIEGAND CARDS):

The following artfiles are available with Wiegand cards at no extra charge.

Custom artwork can also be provided, for an additional one-time set-up charge. Laser Engraved Numbering is standard. See Complete card options on last page.



ART FILE #7726



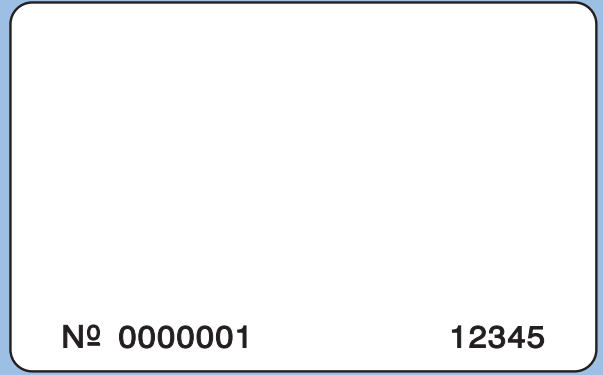
FRONT

BACK

ART FILE #7883 (BLANK)

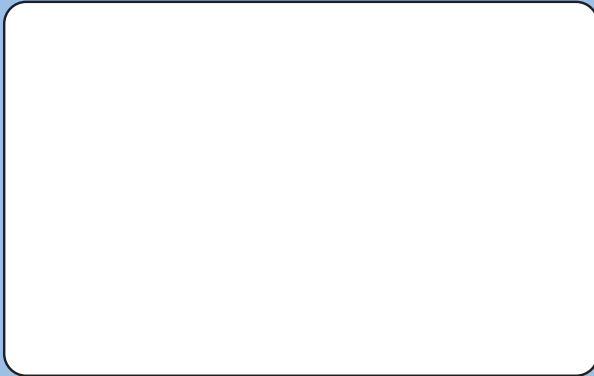


FRONT

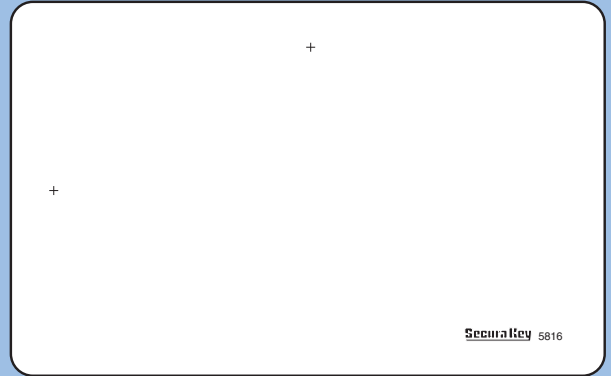


BACK

ART FILE #4435 (DIRECTIONAL ARROW)



FRONT

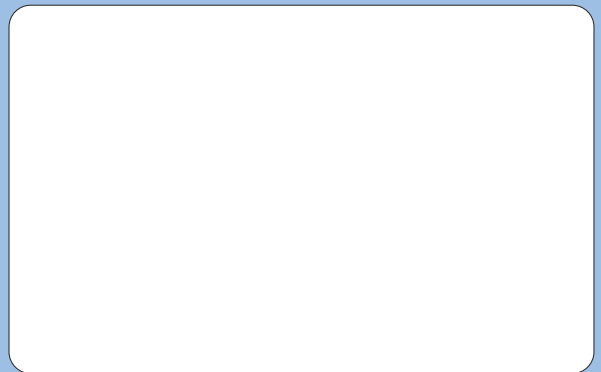


BACK

ART FILE #5816 (SLOT PUNCH TARGETS)



FRONT



BACK

ART FILE #7993 (INSERT AND SWIPE)



Wiegand Card Ordering Guide

Base Model: WCCI-

COMPANY:
CONTACT:
PHONE:
EMAIL:

1) Style (check one)

- 10 – 30 mil thickness
- 11- 37 mil thickness
- 14 – 47 mil thickness (tuff card)

Multi-Technology Cards

- 16 – 47 mil thickness, Wiegand + Proximity
- 20 – 37 mil thickness, Wiegand + HF Inlay¹

2) Reader Type (check one)

- S – Swipe Reader A1²
- I – Insert Reader A

3) Artwork (check one)

- C – Custom, state Art File #³
- S – Secura Key Artwork
- N – None, state Art File#⁴

4) Numbering, (check one)⁵

- M – ID Only Matches internal code
- N – ID Only, does Not match internal code⁷
- F – ID: matching, add Facility Code
- S – ID: Matching, Add F.C. and SO No.⁶
- O – ID: Matching, Omit FC and add SO No.

5) Number Location (check one)

- B – Back
- F - Front

6) Finish (check one)

- GA – Glossy All sides
- MA – Matte All sides
- GB – Glossy Back (matte front)
- GF – Glossy Front (matte back)

7) Mag Stripe (check one)

- B – Mag stripe on back⁸
- F – Mag Stripe on front
- N – No Mag Stripe

8) Mag Stripe Location (check one)

- T – Top of Card
- B – Bottom of Card
- N – No Mag Stripe



NOTICE:
THIS FORM IS NOT A SUBSTITUTE FOR A PURCHASE ORDER. YOU MAY SEND WITH YOUR P.O. FOR CLARIFICATION ONLY.
PLEASE RETURN FORM BY: FAX: 818-882-7052 Or EMAIL: CUSTOMERSERVICE@SECURAKEY.COM

9) Slot Punch (check one)⁹

- P – Portrait Slot Punch¹⁰
- L – Landscape Slot Punch
- N – No Slot Punch

***Before re-ordering Barium Ferrite cards for the 26SA Access Control Unit, it is essential to verify which version is currently being used due to card capacity limitations.**

- To determine which version is being used simply] | a b e an existing & a [] c @ d ` & @ | a e H A
- If the 26SA Unit beeps, it is an A^, A^1, A^2 that can hold 1 | E C C & a A^ { a^1 • E
 - If the 26SA Unit does not beep, it is an A^, A^1, A^2 that can hold 1 | E C C & a A^ { a^1 • E

Enter your final card options from check boxes above. **ALL BOXES MUST BE FILLED IN.** (Example: WCCI20SNMBGABTN)
 You may either select from the drop down lists, or hand write your final selections in the blank boxes.

FINAL PART NO.	STYLE	READER TYPE	ARTWORK	NUMBERING	NUMBERING LOCATION	FINISH	MAG STRIPE	MAG STRIPE LOCATION	SLOT PUNCH
WCCI	Select 1:	Select 1:	Select 1:	Select 1:	Select 1:	Select 1:	Select 1:	Select 1:	Select 1:
WCCI									

Wiegand Programming Information

Bit Format Numbers: _____ (ex: 26 bit) Artfile # _____

Facility Code: _____ (ex: 144)

Internal Card no Start: _____ Stop: _____

External Card no Start: _____ Stop: _____

Special Instructions: _____

¹ HF inlay can be Secura Key e*Tag, and most other 13.56 MHz technologies except iCLASS (Indicate type in Special Instructions).
² Determines location of code strip to work with specific reader type. Swipe readers will read insert-type cards.
³ For new artwork files, contact Customer Service for artfile number, lead times and cost.
⁴ Blank = AF 7883, Directional Arrow = 4435, Slot Punch targets = 5816. All cards will have a small Secura Key Logo and an artfile number printed on the back of the card.
⁵ Laser-engraved numbering is standard. Zero-gap numbering is not available. A list of numbering gaps and fill-in cards is provided with every order.
⁶ SO = Sales Order Number – this is highly recommended and very helpful to get correct PN when reordering cards.
⁷ Specify number offset in Programming Information
⁸ Standard Mag Stripe is 2-track, 2750 OE, contact customer service for other types
⁹ Slot punching prior to dye sub printing is not recommended.
¹⁰ Portrait Slot punch will not work in Swipe reader, only for Insert reader

INFORMATION ON DYE-SUBLIMATION PRINTING OF SECURA KEY CARDS

PRINTING ON ACCESS CONTROL CARDS

Most dye sublimation card printers are designed to print magnetic stripe cards, which may be either solid PVC or PVC with a Polyester core. Access Control cards are also made of PVC, but they contain embedded electronic or magnetic components, which are laminated into the card. Surface imperfections caused by these embedded components may cause color variations or printing voids. BEFORE purchasing a card printer (or deciding on your card artwork design), it is very important to print some sample access control cards of the type you will be using, with an artwork design similar to the one you plan to use. While no printer can achieve perfection on an uneven surface, higher-end printers usually produce better output with access control cards, and they also offer features such as full-bleed (edge-to-edge) printing, dual sided printing, mag stripe encoding, and clear overlay lamination.

ARTWORK DESIGN TIPS

When designing card artwork, avoid large areas with solid or screened color backgrounds or halftones, do not place a logo or a photo portrait or opposite the edge of a magnetic stripe or over the card chip location, and use art with varied color or pattern. A white background gives a professional appearance, and is most likely to yield successful results. Always print a few test cards, and be prepared to make minor adjustments to the artwork to create the best appearance.

CARD SURFACES

Be sure to order cards with a glossy surface, and do not slot punch cards until after they are printed (the sharp edges of the slot can damage printer ribbons and printheads). If your cards are already punched, do not print in the area near the slot.

REVERSE TRANSFER PRINTERS

Reverse Transfer printers, such as SK-IDPTR-6 and SKIDPTR-7 can reverse print your image on a clear overlay, which is then laminated onto the card – these printers are more expensive, but they are not affected by embedded components in the card, and some models can print on clamshell-style cards such as RKCM up to 0.070 inches thick.

CARD HANDLING

Prior to printing, cards should be handled carefully, as oil from a person's fingers can contaminate the printing surface. Be careful not to scratch the cards when removing them from the shrink-wrap. Cards should be handled only by the edges, preferably with powder-free gloves, and if they become dirty or are dropped or mishandled, they should be cleaned with a soft cloth using 99% pure isopropyl alcohol. Printer rollers should be checked for dirt and debris and cleaned after every 50 cards are run.

CARD THICKNESS

Card thickness limitations vary considerably from one printer brand/model to another. While most card printers accept cards up to 0.040 inches thick, some card printers can only accept ISO CR80 cards, which are 0.033 inch thick. Many access control cards are thicker than 0.033 inch.

BEFORE you buy a card printer for use with our cards, compare the following specifications of Secura Key cards to the limitations of the printer you are considering:

1. Barium Ferrite Cards

Card thickness varies widely, depending on the card. The Standard SKC-03 and SKC-06 cards are 0.044 inch thick. If your printer cannot accept 0.044" cards, you may special-order 0.037" thick cards. You may also special order 0.033 inch thickness, but is not recommended, due to its reduced durability

The standard finish is a semi-matte. Glossy finish is also available and should be ordered for use with a card printer. Be sure to specify the proper pre-printed artwork to allow room for the photo on the card. Standard Secura Key artwork on cards does not allow room for card printing. The AF7726 Secura Key artwork is recommended for most card printing applications because most of the front and back sides are blank.

2. Proximity cards

- a. The RKCI-01/02 card is designed for card printing in the field. It is 0.033 inches thick, and has a glossy finish. The front is plain white, while the back has the card numbering. These cards generally print very well, but be sure to test some cards in the printer of your choice.
- b. The RKCM-01/02 card cannot be directly imaged with most card printers (except for more expensive reverse-transfer printers). You must use the SK-IDL-100 plastic label. This label is designed to go through almost any card printer. The label is about 0.028 inches thick including backing, and has a glossy finish. The adhesive backing is then peeled off and the label is applied to the RKCM-01/02-2 card. Be sure to include the card number in your photo-ID image, if possible, since the SK-IDL-100 label will cover up the card number engraved on the card. The SK-IDL-100 can also be used to add a photo ID to any existing CR-80 sized card with any technology. These come in a pack of 100 labels.

3. Contactless Smart Cards

The ETCI04 card is designed for card printing in the field. It is 0.037" thick, and has a glossy finish. You can specify Art File 5862 (white on both sides with numbering on the back) or Art File 7721 (standard art with numbering on the front and white on the back). These cards generally print very well, but be sure to test some cards in the printer of your choice. If your artwork has a full bleed (edge-to-edge printing) please note that some printers will not be able to print to the edge of the card due to slightly reduced thickness at the edges.

Please remember that Secura Key cards cannot be returned. Since they are encoded to your customer's facility code, we cannot re-sell the cards to anyone else. We are happy to provide some free samples of cards to try in your card printer prior to ordering encoded cards.

GUIDE TO ORDERING CARDS WITH CUSTOM ARTWORK

Secura Key is an industry leader in the creation of access control cards with custom, four-color graphics. Custom cards may be ordered in Barium Ferrite, Radio Key® (RKCI), Wiegand (WCCI) and e*Tag® technologies. A minimum quantity of 250 cards is required for custom artwork.

The following steps should be followed when ordering custom cards:

1. Submit Artwork to Secura Key

The best way to send logos and graphics is electronically. Preferred artwork format is Adobe Illustrator or PDF, however TIF, JPG, and EPS are also accepted. Images such as JPG, TIF or PSD should be a minimum of 300 dpi at actual size. Templates and printing specifications for Cards and Tags can be downloaded from our website at www.securakey.com/SUPPORT/SALES_SERVICE/Ordering_Guides.

When creating artwork, avoid putting fine text directly into images. Text quality is best from a font or vector image. If there is text included it should be converted to outlines or supply the fonts used. Artwork for SKC-0x (Barium Ferrite) or WCCI-x (Wiegand) cards should include an arrow in your design to show which end of the card will be inserted, swiped or placed on the reader.

All submitted artwork should be in CMYK. If you need other design assistance, send us what you have and our professional graphic artist will review your materials and if necessary create artwork to your specifications.

The standard plastic color is white. If another plastic color is desired, contact Customer Service for more information.

Ready To Submit Your Files? Review this checklist.

- Native files prepared properly to meet size and color specifications
- Fonts, if needed are either – Outlined or Provided
- Linked images if provided are 300dpi and CMYK at 100%
- For print ready .pdf's, it is still best to provide linked images.
- Be sure to include necessary bleeds and crop marks (bleed minimum .125")
- Logos or illustrations formatted properly (vector art, fonts created to outlines or supply fonts)

Preferred File Types:

- Adobe Illustrator (.ai or .eps)
- Adobe Photoshop (.psd)
- Adobe Acrobat PDF (.pdf)

2. Submit Your Purchase Order For Custom Cards

We can only create custom card artwork when we have an actual card order for 250 or more cards. After all questions are resolved about the card order, artwork layout, colors and encoding, our Art Department will produce a proof. This proof provides samples of the artwork and ink colors to be used. (The actual colors may vary slightly from the proof since printing colors on plastic is more variable than printing on paper or a display on a monitor. Secura Key will send the proof via email as a PDF file.

3. Get Your Customer To Sign The Proof

The proof should be signed with no reservations. Please print, sign, scan and return the proof via email. If changes are required, a new proof will have to be made. The new proof will be completed within one week and again sent out for approval. Once the proof is approved with no changes you must sign and return it to Secura Key. We cannot begin printing custom cards until we have a signed proof at our factory.

4. Job Completion

The typical lead time to complete a custom card order is four weeks after we receive the signed proof at the factory.

5. Reorders

Reorders of cards with the same artwork and colors is a simple matter. A four-digit artfile number appears in a corner of every card. Simply specify the artfile number and order a minimum of 250 cards. The typical lead time for reorders of custom cards is three weeks.

6. In-Stock Cards (SKC-03, SKC-04, SKC-06, Barium Ferrite Only)

You can order cards to be custom printed and held in stock at the factory, un-encoded. Minimum order is 250 cards, and you will be charged for the full price, less the encoding charge. If you order 250-2499 cards you will pay printing charges, but if you order 2500 cards or more, printing charges are waived. When you are ready to encode (minimum 50 cards), they will be encoded and shipped to you for the encoding charge. This effectively reduces custom card delivery time from 4 weeks to 3-5 days.

7. Graphic Set-Up

This one-time charge includes production of the Art File used for custom digital printing of your cards. This covers both sides of the card in 1 – 4 colors. A 250-card minimum order is required for the initial order, and for any re-orders of custom-printed cards. There is no separate printing charge for the initial order or re-orders of custom printed cards, using an existing Art File.

