



CREDENTIAL WORKSHEET

Artwork Cut Size Exactly $5\frac{1}{4}''$ x $2\frac{15}{16}''$

Finished Credential Size: $3\frac{1}{2}''$ x $5\frac{1}{2}''$

INSTRUCTIONS:

- There is a $\frac{1}{8}''$ bleed required on all four sides. Artwork is cut precisely on the **Artwork Workspace** dimensions shown.
- Artwork must be no less than 300dpi. **You agree that artwork less than 300 DPI will print smaller or introduce artifacts when enlarged.**
- Due to different system configurations, please measure the **Artwork Workspace** below to make sure they are exactly as shown.
- **VERY IMPORTANT:** Embed or attach fonts when sending artwork.
- Unlock all layers.
- This form may be faxed, but is used for reference only. Final artwork can not be produced from a fax copy due to its low resolution.
- Laminate pouches are 10mil - about the same thickness and sturdiness of a standard credit card.
- Keep all text and important information at least $\frac{1}{8}''$ away from the edge of the **Artwork Workspace**. ($\frac{1}{4}''$ recommended.)

Client: _____

Date: _____

Job #: _____

Invoice #: _____

Customer #: _____

