

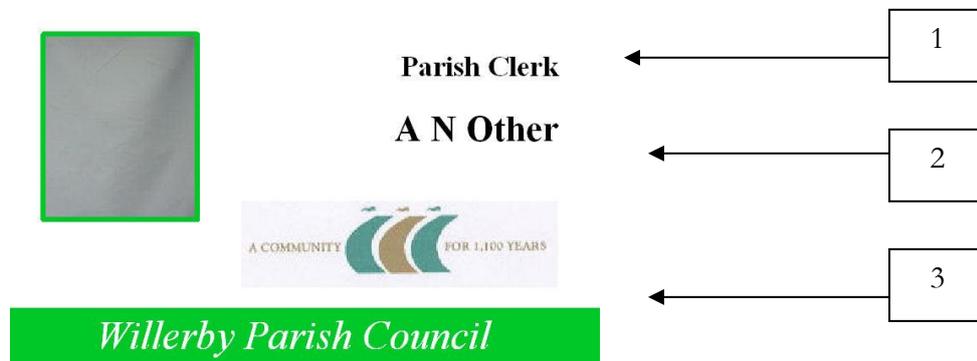
IDENTIFICATION BADGES

Introduction

The following gives an outline of the procedure and relevant information for potential customers requiring to purchase identification badges.

Design of the Badge

The badges we have created in the past have resembled the design and format below:



Please note: The actual colour green is not as bright as this example. If you require a different colour, please indicate when submitting request.

There are 3 fields (1, 2 and 3 above) that are set up on the template to be the changeable data fields when a badge is produced for each person. The equipment is very flexible to create customised designs and colours, and once the template is finalised it is then sent electronically to the customer for approval. The setting up of a new design template may be chargeable depending upon the complexities of the request and the time taken to finalise a design with the customer.

Logos can be pre-set on the template providing they are in the appropriate format (bitmap picture) and is either emailed or saved to CD.

Badges will come with a preferred fastening - clip, metal or plastic chain that is included with the price of the badge - currently £4.30 + VAT. Additional fastenings are chargeable.

Photograph

The photo provided can be:

- uploaded digitally via the electronic ID badge request;
- a passport sized photograph of each person with the person's name clearly on the reverse;
- a digital photograph, that can be emailed or sent on CD. The picture should be a jpeg file and saved as the person's name ie "forename_surname.jpg".

Charges

- The cost of a standard ID badge with one attachment: £4.30 + VAT.
- Additional fastenings:
 - Metal Chain - 25p each
 - Clip - 20p each

NB: A cost of £20.00 may be charged for the initial design depending on the complexity and time taken to finalise a design with the customer.

Other Information

- The ID badge information is kept on the Document and Data Processing machine with current photos.
- The production of badges will be undertaken within 2/3 weeks, dependent upon workloads and receipt of the forms.
- Passport photos (or photos on CD) should be sent to:

Document and Data Processing Centre
Room BG19
County Hall
Beverley
HU17 9BA.

Email: idbadges.ddpc@eastriding.gov.uk

- An Invoice address (or cost and detail code if applicable) will also need sending to Document and Data Processing as above.
- Please note it is the responsibility of customer/representative to ensure that ID Badges are used in conjunction with the nature of the business and not fraudulently used. Obsolete ID Badges must be returned to these offices for the purpose of updating our records and for destroying.