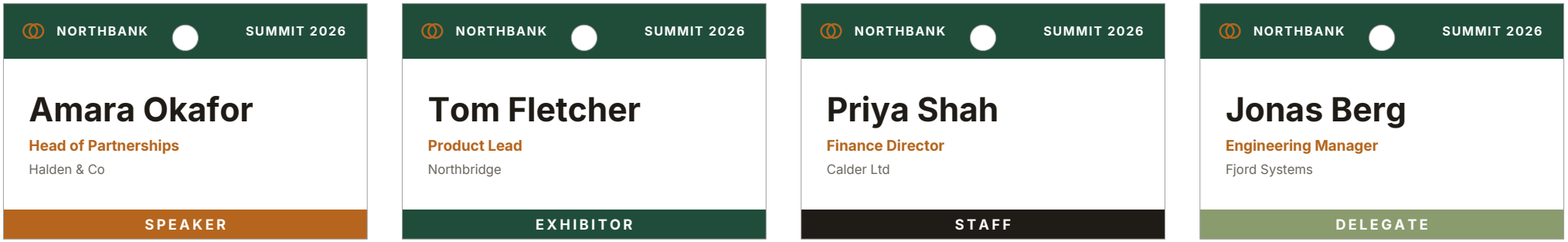
PRINT PREVIEW | EXAMPLE

Your event badges, ready to check

Every name on your list, merged into your design: 4 badges, one page each. An example of the digital proof we email before anything is printed; the names, logo and event are made up.



Event Badges & Lanyards, 85 x 55 mm, 300gsm Uncoated, printed one side, metal eyelet with a single clip lanyard. Shown as they look printed and cut, not life size on a screen.

What we did

1. Merged every row of your list into your design: 4 rows, 4 badges.
2. Checked the 3 mm bleed: the green band and the strip run off every edge, and no lettering sits close to the cut.
3. Placed the 6 mm eyelet hole at the top centre, clear of all lettering. We cut it with the badge and fit the metal eyelet.

Please check

1. Every name, role and company, on every page.
2. The badge type on each strip, against your list.
3. The logo and the event name.
4. Nothing you need inside the dashed 12 mm ring around the hole.

Then approve

Press Review and approve in the email that brings this. Your order's approve page shows each print preview: tick the points and press Approve for print, from any device. Want something changed? Ask on the same page: one round of changes is included, and you see a new print preview before anything is printed.

Page 2 shows how you get a print preview like this. Pages 3 to 6 show one badge each: your print file enlarged, with a key to its lines, beside the badge once printed and cut. None of the lines print.

How you get a print preview like this

Choose your badges on the product page, then send us your names and your design. Your print preview comes back within the hour in studio hours (9am to 6pm Monday to Friday), and nothing is printed until you approve it.

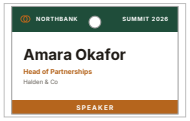
1 Your name list

guest-list.xlsx

Name	Role	Company	Badge type
Amara Okafor	Head of Partnerships	Halden & Co	Speaker
Tom Fletcher	Product Lead	Northbridge	Exhibitor
Priya Shah	Finance Director	Calder Ltd	Staff
Jonas Berg	Engineering Manager	Fjord Systems	Delegate

Upload your list as it is (Excel, CSV, Numbers, Word, PDF or a photo of it) or use our Excel template. Keep any other columns, such as role, company, location or table, and tell us which go on each badge. No file? Paste the names into the notes box.

2 Your design, one of three ways



Your own artwork

A print-ready PDF with 3 mm bleed, one design. We merge every name from your list into it.

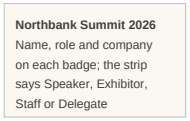
or



Your logo, colours and fonts

Upload what you have and tell us in a few words how you want it. We design the badge and merge the names.

or

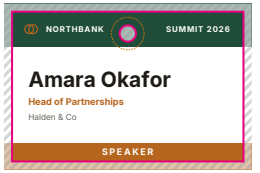


Just the words

Tell us the event and what goes on each badge. We design it from scratch.

Merging the names is in your price. A design from our studio is quoted on studio time before any work starts. Or design a badge online with our free templates.

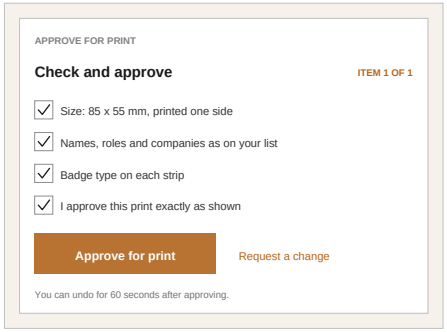
3 Your print preview, within the hour



Every row of your list becomes a badge. We check the names, the bleed and the eyelet hole, then email you a print preview like this one, a page per badge.

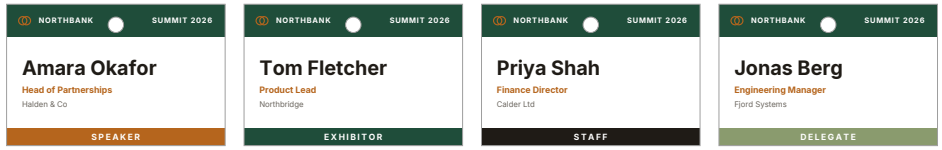
Want something changed? One round of changes is included, and you see a new print preview before anything is printed.

4 You approve



Press Review and approve in the email that brings your print preview. Your order's approve page opens, with each print preview on it: tick the points, then press Approve for print, from any device. Want something changed? Ask on the same page, or reply to the email. Nothing is printed until you approve.

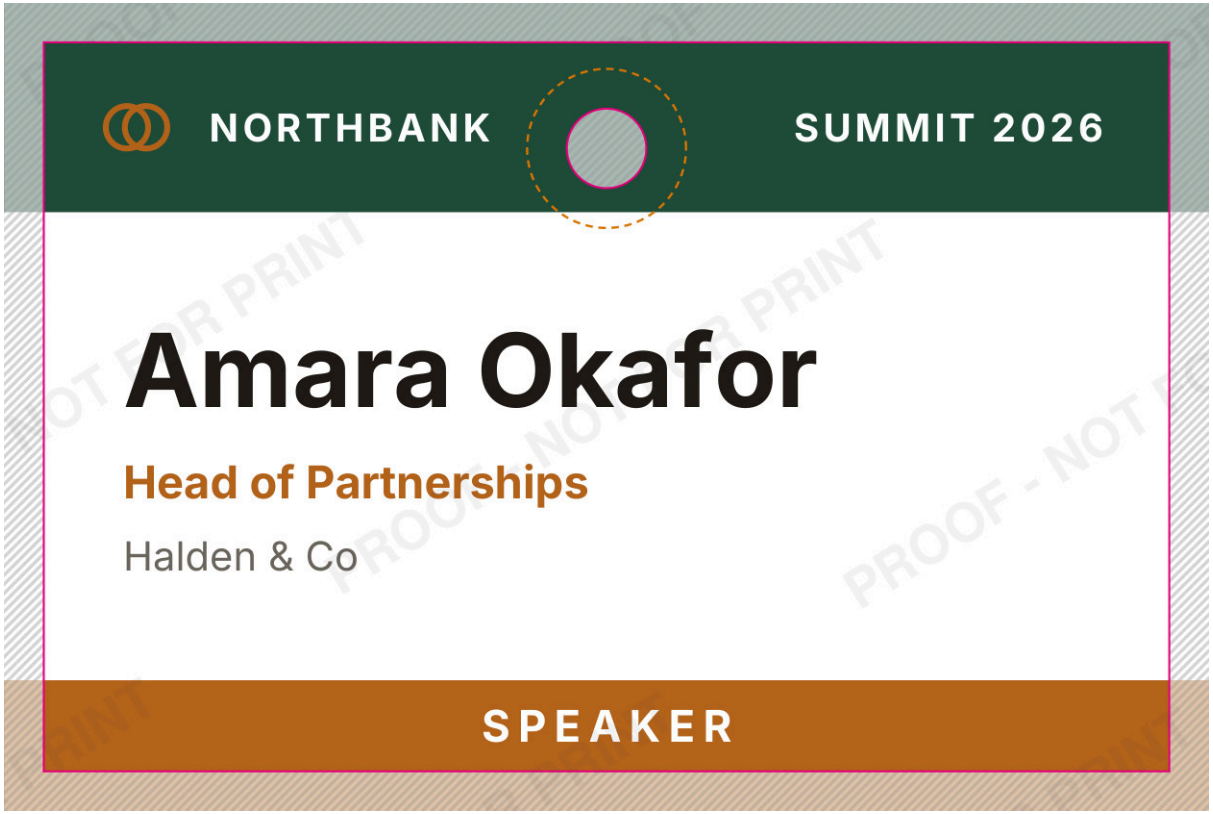
5 Printed, cut and on its way



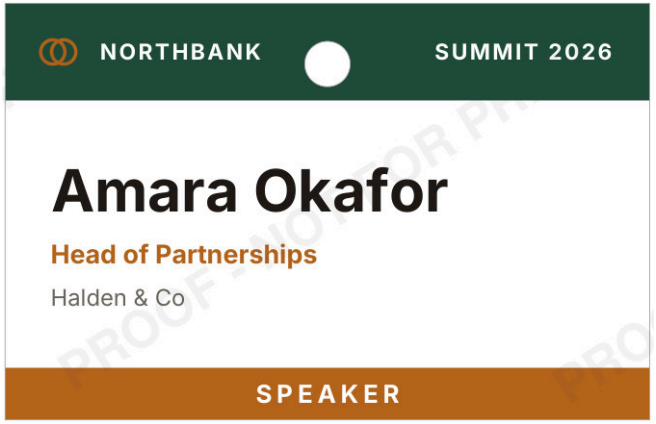
Printed on 300gsm card and cut on the magenta line, the eyelet hole cut out and the metal eyelet fitted, or the wallets and lanyards you chose packed with the badges. Standard UK delivery in 3 to 5 working days, or same-day courier across London when you order and approve before the weekday cut-off.

Badge 1 of 4: Amara Okafor

Your print file, enlarged 1.75 times



Once printed and cut, 85 x 55 mm



Trimmed on the magenta line, with the eyelet hole cut out and the metal eyelet fitted after cutting. Not life size on a screen: the printed badge measures 85 x 55 mm.

Key to the lines

- Magenta line: we cut here. Anything outside it is cut off.
- Grey stripes: the bleed. Printed so no white edge shows, then trimmed off.
- Magenta circle: the 6 mm eyelet hole, cut out with the badge.
- Dashed ring: the 12 mm area kept clear for the eyelet's metal rim.

None of these lines print.

Please check on this page

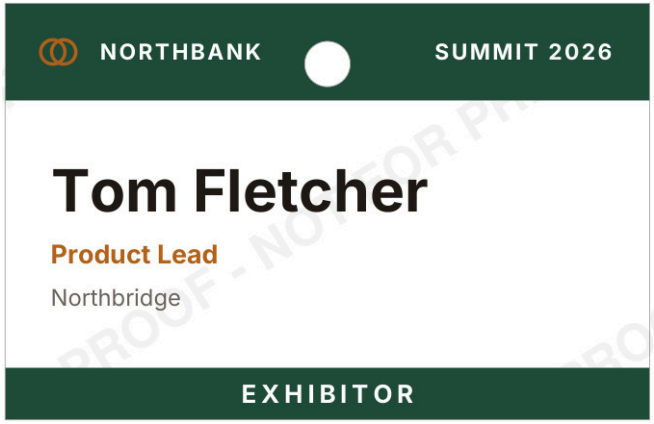
1. Amara Okafor, Head of Partnerships, Halden & Co: as on row 1 of your list.
2. The strip reads SPEAKER.
3. Nothing you need inside the dashed ring.

Badge 2 of 4: Tom Fletcher

Your print file, enlarged 1.75 times



Once printed and cut, 85 x 55 mm



Trimmed on the magenta line, with the eyelet hole cut out and the metal eyelet fitted after cutting. Not life size on a screen: the printed badge measures 85 x 55 mm.

Key to the lines

- Magenta line: we cut here. Anything outside it is cut off.
- Grey stripes: the bleed. Printed so no white edge shows, then trimmed off.
- Magenta circle: the 6 mm eyelet hole, cut out with the badge.
- Dashed ring: the 12 mm area kept clear for the eyelet's metal rim.

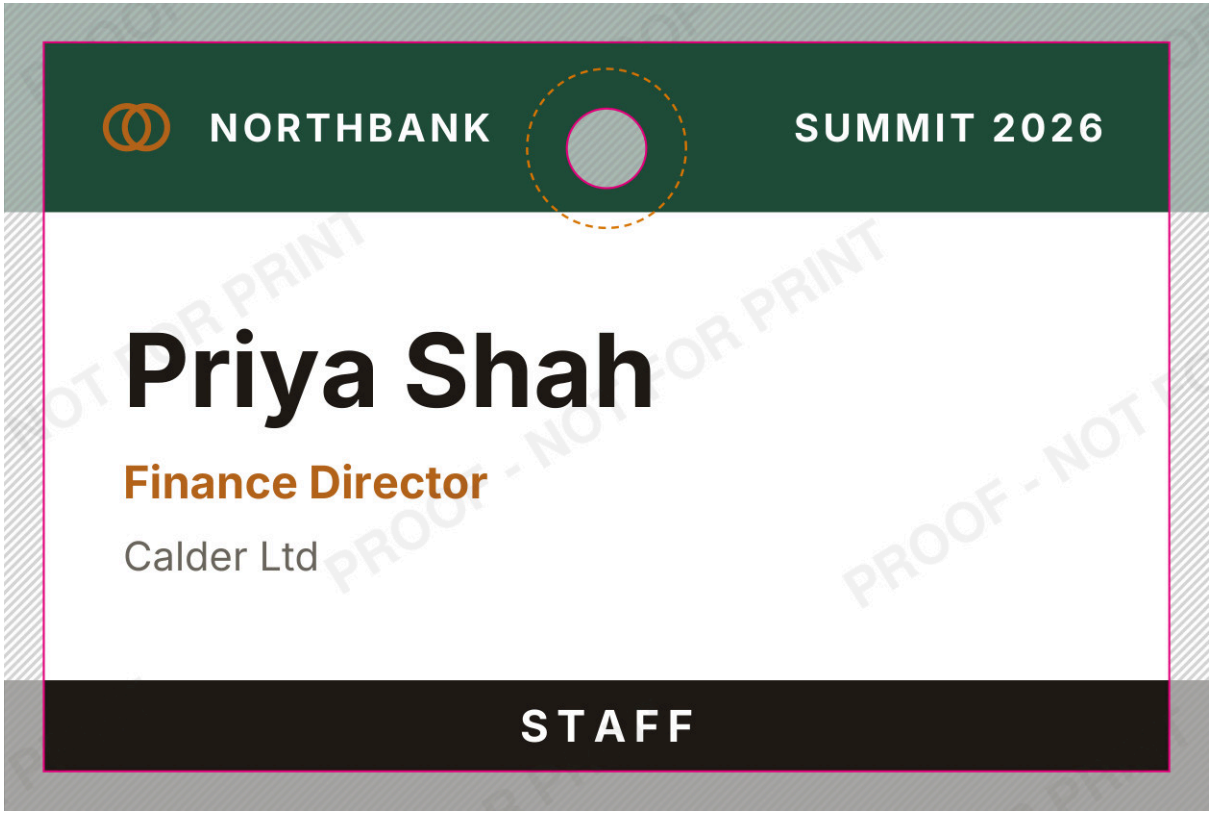
None of these lines print.

Please check on this page

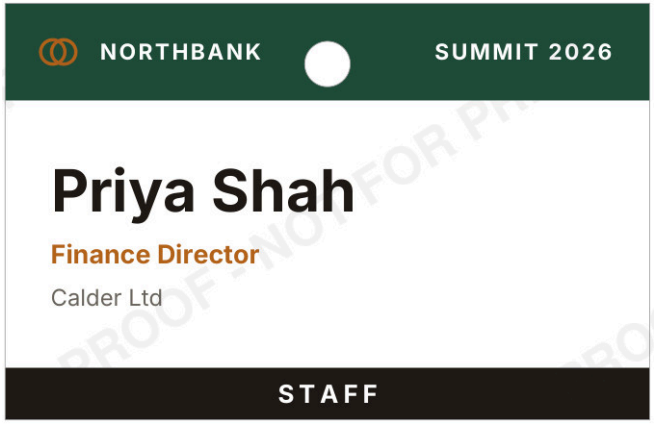
1. Tom Fletcher, Product Lead, Northbridge: as on row 2 of your list.
2. The strip reads EXHIBITOR.
3. Nothing you need inside the dashed ring.

Badge 3 of 4: Priya Shah

Your print file, enlarged 1.75 times



Once printed and cut, 85 x 55 mm



Trimmed on the magenta line, with the eyelet hole cut out and the metal eyelet fitted after cutting. Not life size on a screen: the printed badge measures 85 x 55 mm.

Key to the lines

- Magenta line: we cut here. Anything outside it is cut off.
- Grey stripes: the bleed. Printed so no white edge shows, then trimmed off.
- Magenta circle: the 6 mm eyelet hole, cut out with the badge.
- Dashed ring: the 12 mm area kept clear for the eyelet's metal rim.

None of these lines print.

Please check on this page

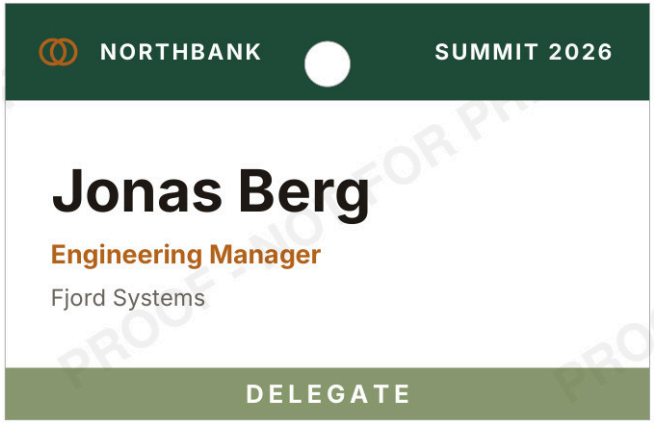
1. Priya Shah, Finance Director, Calder Ltd: as on row 3 of your list.
2. The strip reads STAFF.
3. Nothing you need inside the dashed ring.

Badge 4 of 4: Jonas Berg

Your print file, enlarged 1.75 times



Once printed and cut, 85 x 55 mm



Trimmed on the magenta line, with the eyelet hole cut out and the metal eyelet fitted after cutting. Not life size on a screen: the printed badge measures 85 x 55 mm.

Key to the lines

- Magenta line: we cut here. Anything outside it is cut off.
- Grey stripes: the bleed. Printed so no white edge shows, then trimmed off.
- Magenta circle: the 6 mm eyelet hole, cut out with the badge.
- Dashed ring: the 12 mm area kept clear for the eyelet's metal rim.

None of these lines print.

Please check on this page

1. Jonas Berg, Engineering Manager, Fjord Systems: as on row 4 of your list.
2. The strip reads DELEGATE.
3. Nothing you need inside the dashed ring.