



VARIABLE PRINTING SPECIFICATIONS

Allsafe Technologies offers variable imprinting on cards and our technical staff will ensure quick and accurate transfer of supplied information. All orders that require variable printing will require a diskette. Emailing a text file is also an option. Manual input is not available. Any personalization requests must be provided to us using our factory specifications. The format of the necessary information is as follows:

- All input to be thermal printed should be forwarded to our order department on formatted IBM or IBM compatible double density diskette(s). If submitting the file by electronic mail, please call ahead for the address.
- The diskette(s) are to be formatted as an ASCII file.
- The first field is to be designated as the record counter field. The field length directly corresponds with the number of records being submitted for production.
- All fields must be of a fixed length within each record, not to exceed 30 characters. Individual fields however, may be of different fixed lengths. Please note that commas cannot be used in a fixed field and spaces count as characters.
- Allsafe Technologies will standardize on Helvetica and Times fonts in either 10 or 12 point. If any other font is desired, prior arrangements must be made to assure that the font is available or compatible with our equipment.
- All diskettes are to be labeled with the file name, the size of the file, the file directory, path and extension. Each diskette is to be numbered (i.e. 1 of 3, etc.).
- Diskettes are not to be compressed. Contact Allsafe for options if a file is extremely large.
- It is necessary to supply a hard copy document listing the name of the card format, name of each field, number of characters in each field and the number of records you are requesting to be thermal printed.
- If multiple cards are to be printed for a single record, please reference the record and the quantity you are requesting.
- The customer is to supply a hard copy list of the information to be imprinted/encoded for quality inspection purposes.

In order to insure satisfaction, please provide us with a name and phone number of the contact person preparing the data.

If you have any question regarding any of the above requirements, please call 1-800-828-7162 x114 and ask to speak with our Technical/Programming Department.