

PRODUCTION GUIDELINES

for Card-in® – Forms with Integrated Cards

1. Card format

The international format of a standard card is **85 mm x 54 mm**. The corner radius amounts to 3 mm. Other formats and radiuses are, however, also possible.

2. Format for card carrier

The standard format for the carrier form is DIN A4.

For other formats than DIN A4, e.g. DIN Long, DIN A5, etc., we require, for each colour, a **print-free space of at least 8 mm** for the so-called clamping channel. Our product consultant will be glad to answer any questions you may have.

3. Design specifications

The **lamine overlaps the card approx. 5 – 10 mm** in each direction. No perforations, no fold lines, no cutting lines and no paper margins may exist in this area. In the case of back-side laminates with paper covers, no printed information should be included in the area of this overlap since otherwise that information will be covered up.

The **front side and the back side of the card** must be created absolutely **congruent**. If the card motif is to be pre-punched, please take a **punching tolerance of $\pm 1 - 2$ mm when setting up the first cut**.

In the case of full surface area prints, a transparent foil should be selected in order to make sure that undesirable air pockets are not accentuated in addition. This often occurs with uncoated papers. Full surface area dark colours also accentuate air pockets in the case of uncoated papers and should therefore be avoided whenever possible.

Already when designing the card, think about the **appropriate handling instruction for separating the card**. Position the instruction mentioned below close to the punching edge from which the card is to be separated:

Fold back paper and separate card carefully

Please take a punching tolerance of 1 – 2 mm into account!

Standard format: 85 mm x 54 mm
 The corner radius is 3 mm.

CARDIN®

Laminate overlap: please allow for up to 10 mm!

Fold back paper and remove card

4. Inscription options

Front side	Laminate	Laser	Ballpoint pen	Ink-Jet	Stamp
	50 my all office	x	x	x	Test
	50 my semi-matt	x	x		
	50 my transparent	x			
Back side					
	50 my print/transparent cover		x		Test
	50 my standard/transparent cover		Test		
	100 my standard/transparent cover		Test		

5. Print documents

Do you have data for us?

Please do not create the card carrier and card separately but together in one form instead. The position of the card is therefore defined by you immediately.

Send us your DTP files (PDF preferred)

- by eMail: daten@koopmann.de
- on a data medium
- via FTP (please call the media prepress department for FTP login credentials by dialling: +49 421 56905-30).

For the output of your data, we require a position-binding printout in original size and, if required for motif-related reasons, a colour-binding proof.

6. You need a template for InDesign?

We will send you an InDesign template via eMail! Contact us briefly: info@koopmann.de or give us a call.

7. Help

Should you still have any further questions, please call us!

koopmann media GmbH
Lise-Meitner-Str. 3
28816 Stuhr
Fon +49 421 56905-0
eMail info@koopmann.de
www.koopmann.de



Short summary of production guidelines for Card-in®

- Format of the standard-card: 85 mm x 54 mm, the corner radius is 3 mm.
- Please take a punching tolerance of 1 – 2 mm into account!
- Handling instruction for separating the card