

**Introduction**

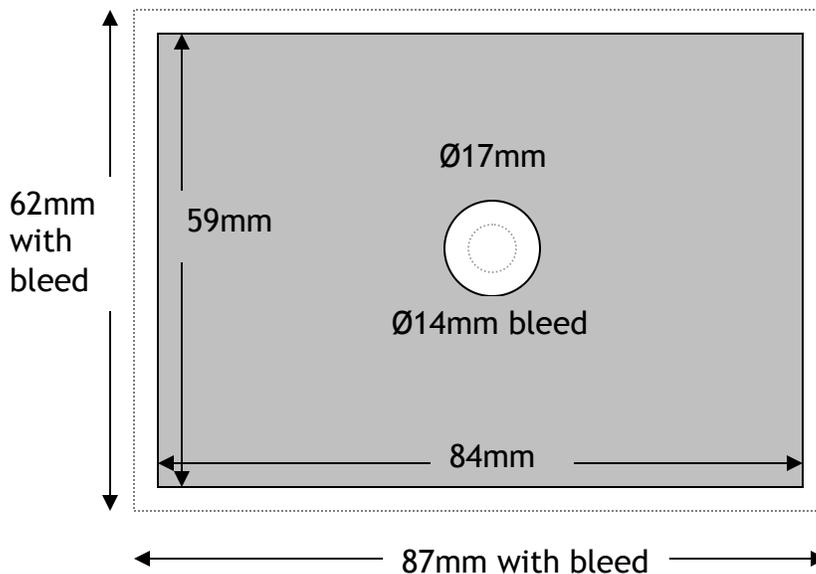
Quite often with the production of the CD Business Cards there is limited time and an absolute final date when the cards are needed, usually for a specific promotion or exhibition. Toucan eMedia can usually meet the tightest of deadlines however it is important that the client knows the full process to help us meet the end date.

**The Process**

1. Purchase Order is placed with Toucan eMedia
2. Toucan supply paperwork, invoice for 100% of the total job cost, due before the project commences.
3. Client supplies:
  - a. Due payment
  - b. One CDR with the data that we use as the master. This should be signed, dated and referenced, thus endorsing it as a final working copy that is **100% correct**. Please note we do not check the presentation for errors; the production cards will be a clone of your master disc. This CDR should be burned no faster than X2 and burn method should be DAO (Disc At Once). The data master must be over 11MB as this will produce a more reliable final cd. Should your data size be less, we suggest bulking out the data by increasing the file size and making use of the available space - use less compression on audio and video tracks, include more information, include a large logo file etc.
  - c. One CDR or email with the on-body design to our template. We can accept most file formats. Our preference is for a layered PhotoShop .psd file supported by a flattened jpg. Alternatively a generic pc format such as TIF or JPG is acceptable. Images should be CMYK and of resolution 300ppi or greater. Designs should bleed, if applicable, and avoid aligning design elements closely with the card edge or centre hole. Backgrounds should bleed. Standard pricing is based on 1 to 25% ink coverage
  - d. One ink-jet print of the on-body design marked up with any special requirements. Also include any printed literature of logo's etc. for colour matching if required.
4. We supply you a single proof of the on-body design for you to proof and confirm your acceptance by email or in writing. Optionally the proof stage can be skipped and a proof waiver will be sent for signature.
5. Production time starts from when we receive your written/email acceptance of the proof, where applicable.
6. Delivery - typically six working days from proof acceptance.

Not every client process is identical and final details should be confirmed to your satisfaction with your contact at Toucan eMedia.

**The Template - 50MB CDR Business Card Label**



FM2080-50 Label  
**Not to Scale**

**IMPORTANT:**  
Please supply artwork that allows for a 1.5mm bleed on all edges.  
Final artwork should measure 62mm x 87mm with a centre hole of 14mm

This template is downloadable from the Label Templates section of our website our website at [http://www.ebusiness-cards.co.uk/cd\\_business\\_cards\\_label\\_templates.htm](http://www.ebusiness-cards.co.uk/cd_business_cards_label_templates.htm)