

# Key Tag Order Form



Please mark or fill in your responses below.

**When finished, please save to your computer and email back as an attachment.**

**1. Quantity**

250      500      1000      1500      2500      3000      5000      10000

Other amount: \_\_\_\_\_

**2. Key Tag Shape** Please select a key tag shape from the dropdown box.

I have a stripe "card swipe" scanner.

**3. Logo**

All key tag artwork should be of the highest quality and resolution possible, preferably around 300 dpi. We accept PDF, EPS, TIFF, JPEG, PSD, and AI file formats. Please submit your logo with your order unless previously submitted to ABC Financial.

**4. Text**

There are up to three lines of text available on the back of any key tag shape. What is typically used for this space is an address, phone, number, web address, facility hours and/or card replacement fee.

\_\_\_\_\_

first line    second line    third line

**5. Barcode Number**

The default barcode starting number is your ABC Financial club number, followed by "100000." Barcodes can be alphanumeric, combining a series of letters, words, and numbers. Let us know if you have a particular number you would like to start with.

Default barcode    Custom barcode: \_\_\_\_\_

**6. Shipping Address**

Address: \_\_\_\_\_ Suite or Apt number: \_\_\_\_\_  
Attn: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**7. Payment**

Will this be billed to your ABC account or will you be paying by credit card? If billing has not yet started for your club, this initial order payment must be made by card.

Bill to club, we are currently billing.                          I will call in my card information (1-866-992-8960).  
4-Digit ABC Club Number: \_\_\_\_\_

Before orders are produced, a proof will be sent to you for approval through AssureSign.  
**It is highly recommended that this proof is printed and tested to be sure the barcode works with your scanners.**  
Once the proof is approved, you should have your key tags in 10-12 business days.  
Default shipping method is UPS ground, expedited shipping must be requested.  
Rush production of orders can be processed for a minimum \$250 fee and higher shipping rates.  
Rush orders are produced within three business days after proof approval, and ship UPS next day.

