

Member / Staff ID Badges

Background

1. At November's Budget and Administration Committee Meeting, during the discussion for the item 'Council Stationery and Diaries', the Committee '**RESOLVED** that appropriate name badges were a higher priority than stationery'.
2. Examples of ID Badges (and prices) are provided in Appendices (1), (2) and (3) of this report.

Recommendation

1. That Committee indicates its preference as to which ID Badges should be purchased.

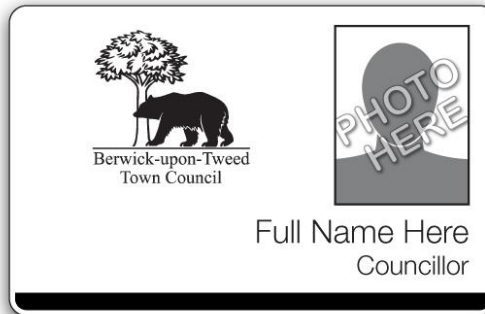


Visual Impressions of Photo ID Badges

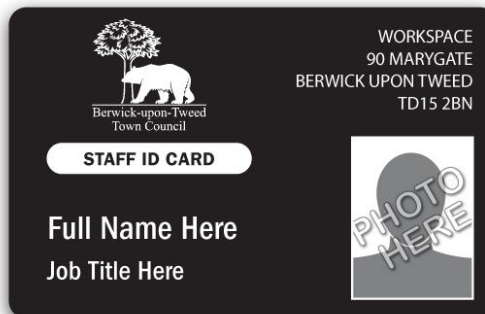
Produced for **Berwick-upon-Tweed Town Council**

Your Account Contact is: Jenny Tacey

Style: A
 Size: 85mm x 54mm
 Surface Colour: White
 Logo: Digitally Printed



Style: B
 Size: 85mm x 54mm
 Surface Colour: Black
 Logo: Digitally Printed



URGENT RESPONSE REQUIRED - Delays in artwork approval may affect delivery time

 01623 723112	 customerservices@badgemaster.co.uk	 01623 723113
<p><small>PLEASE NOTE: Due to the limitations of the COMPUTER GENERATED printing process these colours are approximations only. Personalised information e.g. individual wearer's names and/or job titles are engraved. The Company cannot therefore guarantee that engraved lettering will match exactly the printed simulation above. The engraving process also means that slight variation may occur in engraved lettering between badges. This is unavoidable and therefore cannot be guaranteed. Sample engraving is available on request. For our terms and conditions, please visit: www.badgemaster.co.uk/termsandconditions.htm</small></p>		
<p>Style Required: (A, B, C, etc)</p>	<p>PROOF CORRECT - PLEASE PROCEED</p> <p>Name Signed Date</p>	
<p>Domed Finish Required? (Only applies to name badges & key fobs)</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>Special Instructions:</p> <p>.....</p> <p>.....</p>	
		<p><small>A MEMBER OF</small></p> <p>ACID</p> <p><small>ANTI COPYING IN DESIGN</small></p> <p><small>bsi. ISO 9001:2015 Quality Management</small></p> <p><small>PM 547609</small></p> <p><small>bsi. ISO 14001:2015 Environmental Management</small></p> <p><small>EMS 591701</small></p>



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www.badgemaster.co.uk

Steve Cozens
Berwick upon tweed town council

1 February, 2018

Dear Steve

Re: Supply of Photo Id Name Badges

Thank you for your enquiry concerning the above. As requested I have pleasure in attaching a computer generated visual impression showing our suggestions for alternative designs and providing our quotation as detailed below:

Origination Costs:

Once only contribution (does not apply to re-orders), towards the production of all dies, screens etc. for the reproduction of a full colour logo:

.. £55.00

Photo Id Name Badge Costs:

For the supply of all PVC Micron badges individually printed with company logo and wearer's details including photograph:

.. £4.95 each

Plain coloured lanyards:

.. £0.98 each

Rigid card holders:

.. £0.68 each

The above quotation is based on an initial order of approximately 25 badges.

All prices are subject to VAT, postage and packaging, and sight of artwork.

Thank you for the opportunity of introducing our quotation. If you require any other information or I can be of further assistance, please let me know.

Yours sincerely

Jenny Tacey
Customer Services Advisor

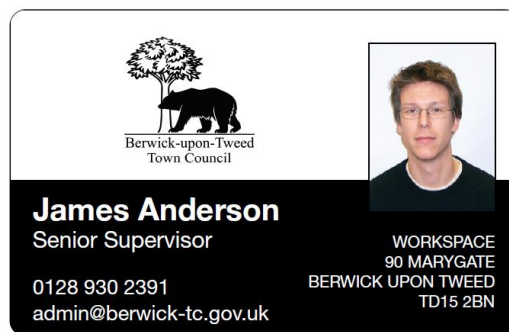
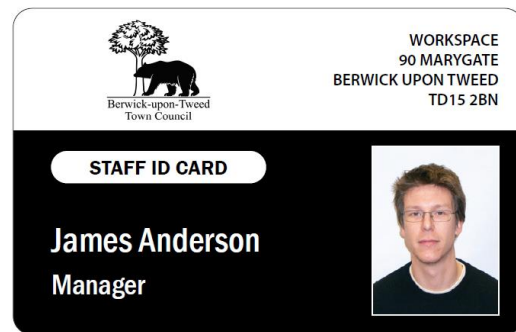
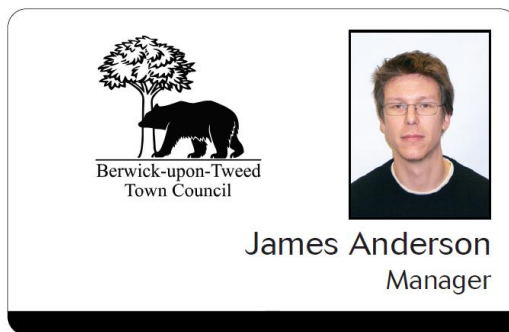
Size: 85mm x 55mm
Finish: White PVC Card
Fixing: Lanyard & Holder
Double Sided: No



Check this!



It is the client's responsibility to check the artwork - it has been produced by our artwork department to suit the manufacturing process/size.
Once approved, no responsibility can be assumed for errors.



 01592 653 865

 info@imagin-badges.co.uk

 Unit 9, Midfield Drive, Dunnikier Business Park, Kirkcaldy, Fife, KY1 3LW

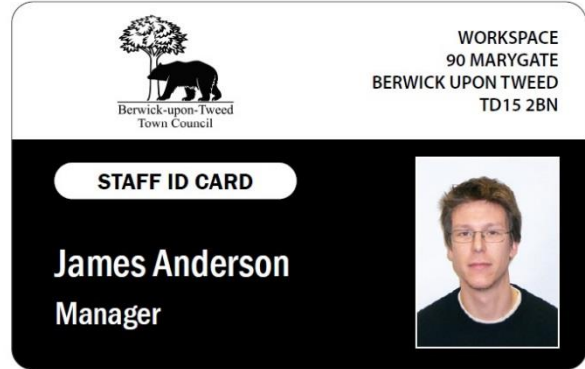
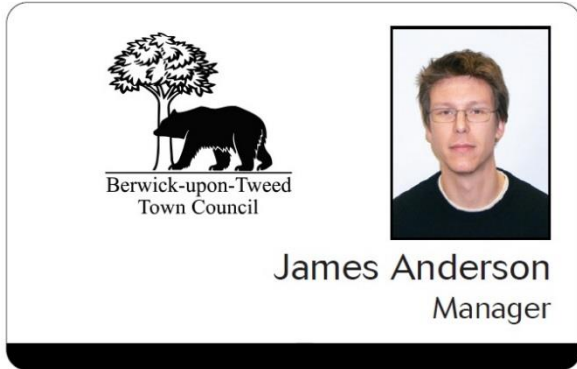


Cost per card: £4 plus VAT.

Holders and lanyards: £2.40 plus VAT (£1.20 each).

Standard delivery charge: £4.50.

Appendix 3





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f: +44 (0)1604 422322
info@idcardcentre.co.uk
www.idcardcentre.co.uk

ID CARD CENTRE QUOTATION

To: Quote Number: ICCQ-00016174
Company: Berwick Upon Tweed Town Council Quote Date: 25/01/2018
Email: admin@berwick-tc.gov.uk From: Kayleigh Vaughan

Code	Description	Qty	Item cost	Net	VAT
SHIPPING4	Postage and packaging less than 4kg	1.00	7.95	7.95	1.59
ARTWORK	Artwork and Database setup fee	1.00	30.00	30.00	6.00
BUR-20-1004-DSC-1	BUREAU : Plain white card - dye sub printing in full colour to one side	23.00	2.75	63.25	12.65

Deliver To: Sub Total 101.20
VAT 20.24
Total 121.44

Delivery Method: UPS under 4kg

Errors and omissions excepted.
All prices are quoted in GBP
This quotation is valid until 25/02/2018

I look forward to hearing from you with your thoughts and feedback.
Yours sincerely
Kayleigh Vaughan
k.vaughan@idcardcentre.co.uk

VAT Registration No: 111 3172 74
Registered in England & Wales No: 7607081

ID Card Centre Ltd
19 Scirocco Close
Moulton Park
Northampton
NN3 6AP



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