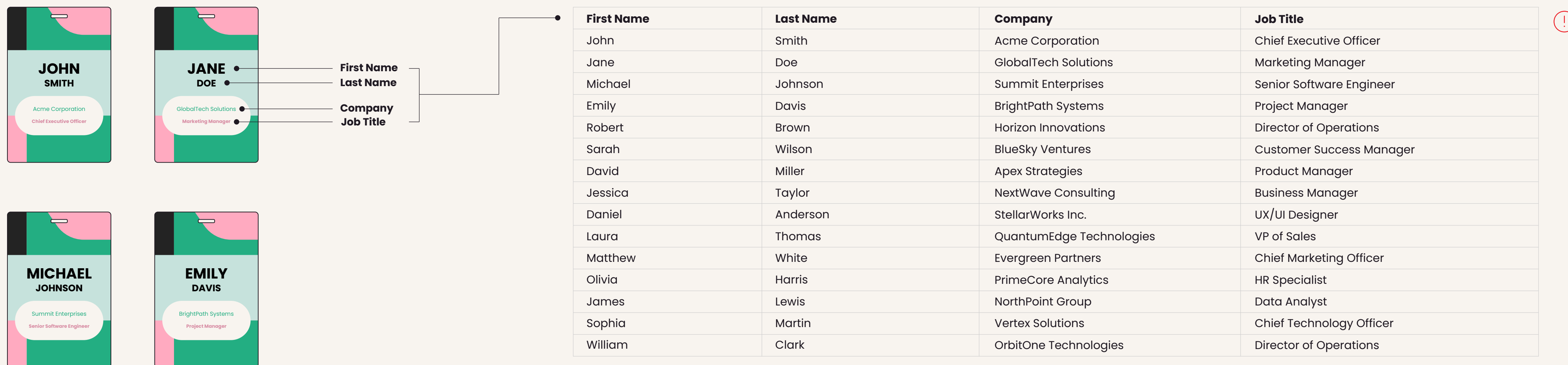


Badge Printing - Design Instructions

Pre-printed Names

For badge orders with pre-printed names, please include a **Excel file** with the attendee information and a **design sample** showing how that information should appear on the badge.

When setting up your Excel file, be sure to include **column headers** that match the information you want displayed on the badge.



First Name	Last Name	Company	Job Title
John	Smith	Acme Corporation	Chief Executive Officer
Jane	Doe	GlobalTech Solutions	Marketing Manager
Michael	Johnson	Summit Enterprises	Senior Software Engineer
Emily	Davis	BrightPath Systems	Project Manager
Robert	Brown	Horizon Innovations	Director of Operations
Sarah	Wilson	BlueSky Ventures	Customer Success Manager
David	Miller	Apex Strategies	Product Manager
Jessica	Taylor	NextWave Consulting	Business Manager
Daniel	Anderson	StellarWorks Inc.	UX/UI Designer
Laura	Thomas	QuantumEdge Technologies	VP of Sales
Matthew	White	Evergreen Partners	Chief Marketing Officer
Olivia	Harris	PrimeCore Analytics	HR Specialist
James	Lewis	NorthPoint Group	Data Analyst
Sophia	Martin	Vertex Solutions	Chief Technology Officer
William	Clark	OrbitOne Technologies	Director of Operations

Printed Badges Diagram

Example Excel File (with Column Headers)

We also accept .CSV and Open Document Spreadsheet (.ods) files.



Important

Submitting a well-organized spreadsheet helps us match your attendee data seamlessly to your badge design. If your data (such as Job Title) needs to be **displayed on multiple lines**, please include **one column for each line**. If attendee names contain **special characters** (e.g., accents, symbols), save the data as an **Excel (.xlsx) or UTF-16 encoded .txt file and not a CSV** to avoid character loss.

Design Samples: Do not convert fonts to outlines for attendee data fields. For best results, we recommend font sizes above 7pt (2mm height). If your design uses any **unique or custom fonts**, please upload the font files along with your design sample and spreadsheet.