



1210 American Blvd
West Chester, PA 19380
Vic Murray, ext 212
800-323-7432 · 610-719-0700
www.vanguardid.com
Harms@vanguardid.com

Placing an order is easy.

To ensure accuracy and timely delivery, Vanguard ID Systems requires the following information PRIOR to placing an order:

We need 3 things to start your order.

- 1. Order Form.** Fully completed order form faxed to Vanguard ID Systems at 610-719-1800.
- 2. Artwork for the front.** E-mail your art for the front of your order to: artwork@vanguardid.com and harms@vanguardid.com
- 3. Text for the back.** E-mail text for the back of your order to artwork@vanguardid.com and Harms@vanguardid.com. Due to bar code requirements, we prefer typesetting the back of the cards for you.

Some things to know about your order:

- 4. Terms of Payment:** Credit Card. Harms Software requires prepayment on all orders. Prepayment is processed by Harms Software.
- 5. Shipping Method:** UPS Ground is standard. Other methods are available upon request.
- 6. Turnaround time** is 3 – 4 weeks from receipt of signed approval of all proofs.
- 7.** Provide any special instructions in writing.