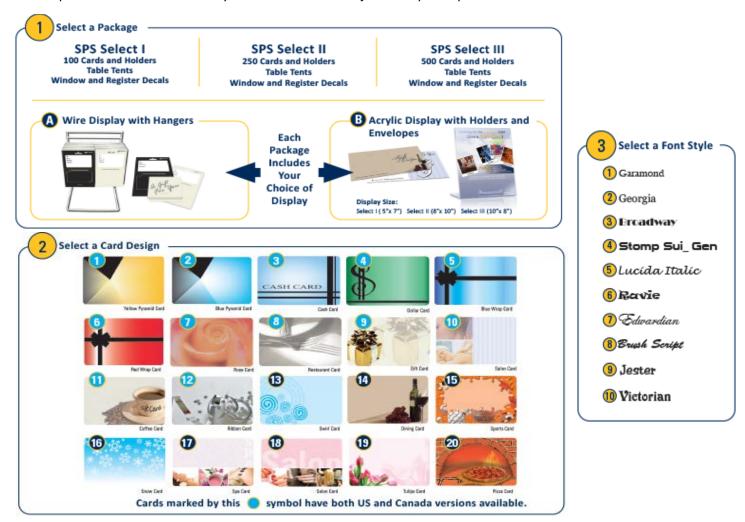


# **Gift Card Customization**

# **Ordering Process for Semi-Custom Gift Cards**

With Secure Payment Systems ("SPS"), creating your semi-custom gift cards is as easy. Just follow the steps below and SPS will produce the card that suits your business needs in just 3 simple steps!



Gain all the benefits of an electronic gift card without the extra costs of custom artwork. Several designs of cards, holders, and hangers are ready to be shipped to your door in as little as one week!

For any questions or additional assistance, please contact our Customer Support Center at 858-549-9001 option 2.





## **SPS Ordering Process for Custom Gift Cards**

Custom gift cards are for businesses that want to showcase their company and brand. The process is more detailed than our semi-custom solution but definitely worth the effort. The steps below outline the process once we have received the executed Custom Gift Card Agreement.

If SPS will be helping with design assistance, please **provide all logos**, **photos and text** you wish to include on your gift cards in the proper **Hi-Res 300dpi format** in order to produce a quality print of your cards.

#### 1. Artwork is Sent to SPS

- All gift card artwork correspondence is emailed to <u>artwork@securepaymentsystems.com</u>
- All files must be prepared to the SPS Spec Sheet

### 2. Creating Review Document

- SPS will create a preview and send for approval before a proof is made
- Client reviews and provides detailed instructions of any changes
- Consecutive reviews can be requested until approval has been given for final proofing

Reviews are in Adobe PDF format and you must have an Adobe PDF or equivalent reader to view the proofs.

#### 3. Proofing Your Artwork

- Standard proof creation takes 1-3 business days for delivery
- Proofs should be reviewed in detail
- Approved proof document is signed and returned as an attachment to the artwork email address

If changes to your proof are requested, you will receive consecutive proofs of your artwork until approval has been given for the printing of your cards. Changes made to proofs will be charged at current rates per proof change (including but not limited to: computer/art time, negatives, proofs, plates, setup, etc.), Please make sure changes to your artwork are completed during the review process.





#### 4. Turn Around time

Once SPS has received your signed proof, your cards will be scheduled for print. Printed cards generally ship 14 business days from the date of our receipt of an "APPROVED AS IS" signed proof. During holiday periods, production times incur an additional 5 business days. Unless instructed, all card orders are shipped "3-Day". Once cards are in production, a request for a change in shipping speed may not be possible.

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