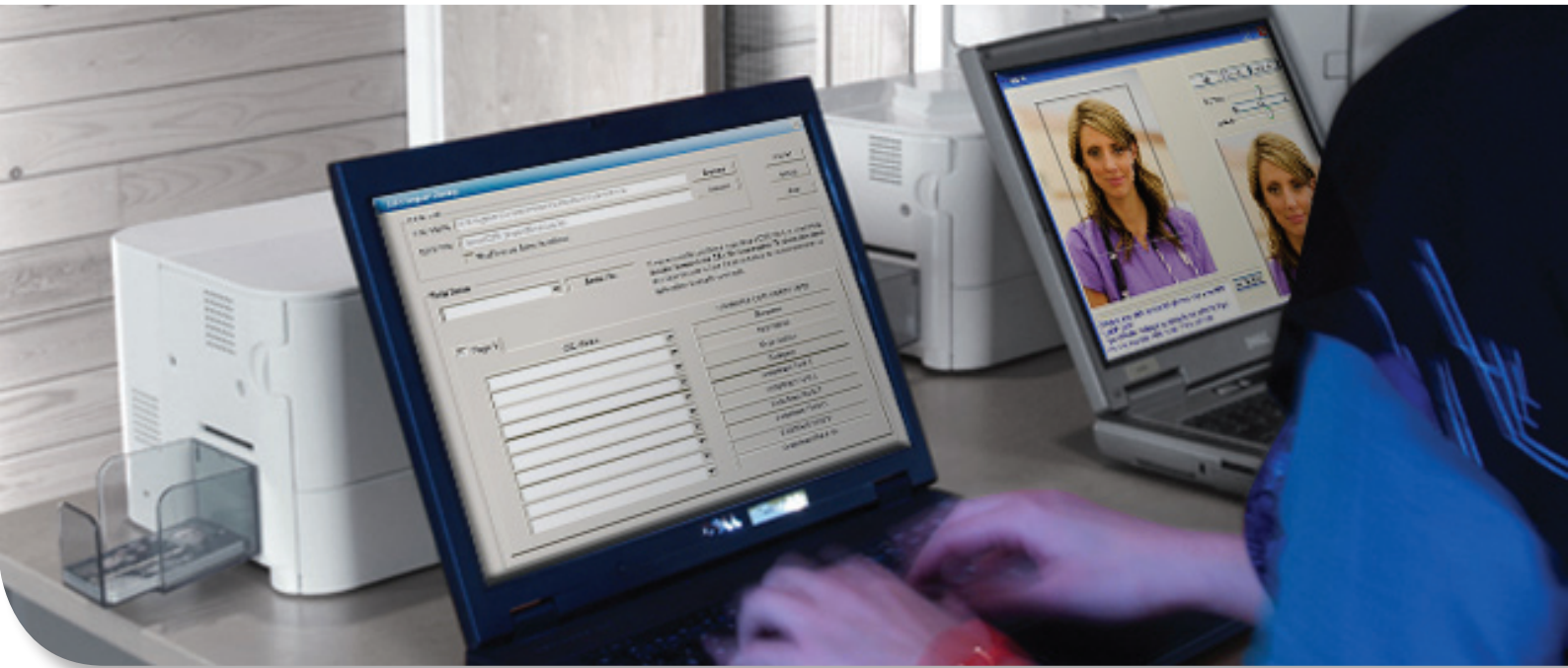


# ID Card Bureau Service



**Have IDentilam manage the ID cards for your company, from data collection to card issuing and delivery.**

### **Why use our bureau service?**

The advantage to using a bureau service is that you do not need to invest in or maintain specialist software or ID card printing equipment. Our service is flexible and we will adapt to your needs: for example, you may wish to keep some aspects of the process in-house, and have us do the rest.

Even if you have your own in-house ID card system, our bureau service can be an excellent short-term solution during busy re-issuing periods.



## ID Card Bureau Service

**Our clients include some of the most sensitive UK companies and organisations; as suppliers to governments for passports and driving licence projects our security credentials are well established and tried & tested.**

### How it works



**Project management:** You will be assigned a Project Manager who will liaise with your company and agree the most efficient and effective level of service, taking into account such things as staff location, company infrastructure, purpose of card and any administrative requirements.

**Data collection:** We collate and manage your data which can be sent to us by a range of secure methods. If required, our bureau team can come to your premises to enter data and capture images via a live camera link.

**Sample card:** We always produce a sample card, to your layout specification, for your approval prior to production.

**Card accessories:** We supply all the lanyards, card holders and other accessories as required.

**Delivery:** We deliver your finished badges to your office or venue. If our team is capturing data onsite, cards can be either printed there and then or after processing in the bureau.

**Reporting:** We produce reports on a monthly basis, or at times to be agreed, on cards issued, categories of cards, expiry and so forth, according to your requirements.

**Web-based access to your data:** If you have selected our ComPicWeb option, this gives you 24/7 access to your data via a web browser and secure login. This is ideal for multi-site organisations as the database remains concurrent at all times.



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**Call us to discuss your requirements.**