Templates - Rexel Convention Card Holders

Overview

Identify yourself! Create professional name badges quickly and easily using these preformatted templates to customise your Convention Cardholders. Make your next conference, seminar, trade show, function or meeting a breeze!



All products come with a sheet of insert cards that can be feed through your laser or ink jet printer for professional, instant name badges that can be created guickly and easily and for bulk printing.

With a variety of clips and pins for attaching to clothes, there is sure to be a product that suits your needs. Choose from:

Hanging Badge Holders - Name badges to hang around your neck with elastic cords that avoid any pinning or clipping to clothing. The badges are top loading so your name badges won't fall out - they stay secure and in place at all times.

Convention Card Holders with Pin - for easy attachment anywhere on clothing.

Convention Card Holders with Pin & Clip - with the option of a pin to avoid pin marks in delicate fabrics.

Convention Card Holders with Swivel Clip - also attaches to clothing with a clip to avoid pin marks in delicate fabrics. The clip swivels 360 degrees so that the card holder can be attached to anywhere on your clothing and be turned around so that the name is at a readable angle. Convention Card Pockets Self Adhesive - for easy identification! Use as identification for conference, meeting and events or use to include your business card on binder, files and folders.

There is also a pack of replacement insert cards available for when you want to re-use the Convention Card Holders - Insert Cards for Convention Card Holders. This is a bulk pack of 250 cards on an A4 perforated sheet. This is not for use with the Hanging Badge Holders as the insert cards are smaller than this badge holder.

Instructions

Note: The templates require that you have Microsoft® Word installed on your computer. If you do not have access to this program, please see our FAQs for instructions on how to save the templates to disk. For best results, use your Tab key to move from text field to text field. Our templates have been protected to preserve printing margins. If you wish to change fonts, date info, or add/delete graphics, go to Tools>Unprotect Document. Please note: if you unprotect the template, the printing margins may be affected.

1. **Select the product** and download the template from the Additional Media tab.

2. Enter your information into the cardholder document as indicated.

3. **Select** your desired font and format the cardholder as required.

4. **Print** onto your selected cardholder (selecting the "ignore" option when asked about margins being set outside the printable area). Please note instructions on the Hanging Badge Holder cards regarding the correct feeding end.

5. You've finished! Close the template and save if you would like to edit your work in the future.



