



## MATCHING AND AFFIXING CARDS

Card matching  
and affixing  
points that  
can't be  
missed

**Affixing cards is in our blood (and in our name). Let us take the stress off of you with the following suggestions.**

- Best to affix card next to name/number/matching info on carrier
- When possible, affix card to same panel as matching info on carrier
- Best to have sequence numbers on carriers and cards
- Sequence numbers can be located within the card number
- Keep personalization on the front of the card when possible
- Make sure long names and addresses do not get covered by card placement
- Discuss job before submitting personalized letters or cards. Sometimes reverse sequence is necessary
- Sales copy under the card is great for acknowledging or thanking the customer
- Make a dummy just to be sure
- Contact NCLA early so we can guide you through the process

