

ID CARD PHOTOGRAPHY GUIDELINES

WHEN SUPPLYING YOUR OWN PORTRAIT IMAGES

To ensure that SchoolPix can provide you with quality images on ID cards for new staff and/or students we require the images you provide to meet the following specifications:

Image Dimensions

Approximately 400 x 500 pixels – approx. 100kb in size

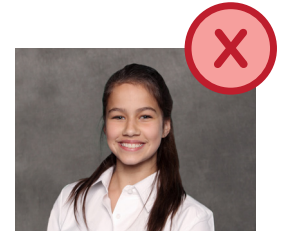
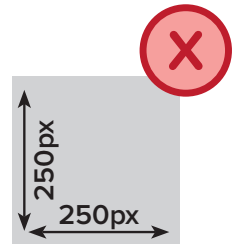
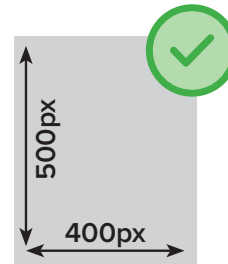
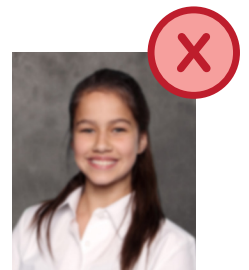


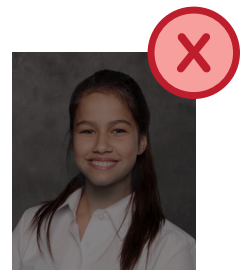
Image Orientation

Portrait style only. Landscape images will not be accepted.



Focus

Image must be sharp in focus.



Lighting

Image must be taken in a well lit environment. No Shadows.



Crop

Head and shoulders only. Do not crop tight.

Format

JPG format. PDF or Word docs will not be accepted.

If images are not provided in the required format they will be returned to you for resupply. This will delay the processing time and potentially increase the cost.

NB: ID cards ordered after photography day are processed on a Friday for orders received by close of business Thursday.

