

Choosing the Visitor Pass System that is right for you



We have four types of visitor pass systems. These are sold as a whole system (including backboard and ten pass wallets) and as "refills". When selecting the best one for your organisation, please consider the type of visitor your wish to welcome:

Visitors to your building



Visitors to your school



Contractors only



Either Visitors & Contractors



Branded or Unbranded

In each of the above four sections there is an unbranded and branded version of our Discreet-Write visitor pass system.

As we print the unbranded version in vast quantities the unit cost for **unbranded passes** is far cheaper than the branded. You can also buy as little as 200 passes at a time, either as part of a set (including passes, a backboard and 10 clear wallets) or just the refills if you have bought from us previously.



Alternatively, you can purchase 500 or more **branded visitor passes** in any of our four designs. In these we can drop your logo in and amend the text to reflect your building's fire and health & safety procedures. To change the standard text, go into the relevant product, open the Word document shown and amend as required.



Then send this document through on email at the time of placing your order.

One Colour, Two Colour or Full Colour?

The fewer colours you use the cheaper the visitor pass system is to print. As such, many our customers elect for us to print their logo in black (or greyscale) and the text in black. Alternatively if they have, say, a blue logo or red logo, we can do all of the text in a shade of red or blue and print the passes as a one colour print to keep the cost down.





Choosing the quantities

Whether ordering unbranded or branded, the more we print the cheaper it is per pass. However, if your budget is limited please rest assured that we keep all artwork on file indefinitely. As such, many of our existing branded customers end up ordering 500 or 1000 passes regularly every 3 to 4 months.

Proofing and Reproofing

Ordering branded products online may fill you with dread. However, please rest assured that we will not print anything until you have signed off a PDF of your pass system. Although it would be nice to get it right first time, we recognise that we may have to rework the artwork many times for this document to fit in with all of your business's own corporate guideline or the demands of you Marketing or Health and Safety representatives.

DATE	PRINT NAME	VISITING	COMPANY	VEH. REG.	SIGNATURE	
<p>Visit on this date only</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  </div> <div style="width: 50%;"> <p>DISABLED VISITORS: For your safety, please tick the box if you have a mobility problem. This is to ensure that we can respond to your needs in an emergency.</p> <p>Welcome to First Central Insurance Management Ltd.</p> <p>Whilst on the premises the following regulations must be observed:</p> <p>Health & Safety - all visitors are subject to the Health & Safety at Work Act 1974, MHSWA Regs.1999 and Building Regulations whilst on the premises. All accidents, injuries and near misses must be immediately reported.</p> <p>Smoking - please observe the no smoking policy.</p> <p>Fire or emergency - in the event of an emergency all visitors must leave the building immediately via the nearest safe exit and report to the designated assembly point. Do not re-enter the premises until you are advised it is safe to do so.</p> <p>Contractors - please ensure that all necessary permit to work documentation is completed before commencing work.</p> </div> </div>						

Other Visitor books available from Security Safety Products

In addition to the Discreet-Write visitor pass systems, we also produce a printed visitor book and a simplistic self duplicating visitor pass system. Both of these are available on a next working day basis.

Visitor Record Book and Fire Register (VRB-01)

Visitor Book 300 inserts plus 10 wallets & clips

