QUALITY TEAMS
UNIFORMS & WORKWEAR | TROPHIES & AWARDS | PROMOTIONAL PRODUCTS
MADE EASY.

# Name Badge Order Form



Set your badge standard once, then list each person's name and title. Ask each person how they want their name shown and check spellings before you send. We'll send a proof before anything is engraved.

## 1 Your details

ORGANISATION

CONTACT NAME

EMAIL

PHONE

## 2 Badge standard

ORDER TYPE

- ☐ New badge design
- ☐ Repeat of an existing design (we have it on file)

COLOUR OR FINISH

- ☐ White
- ☐ Black
- ☐ Brushed metal
- ☐ Other / advise me

WORDING LAYOUT

- ☐ First name only
- ☐ First and last name
- ☐ Name + job title
- ☐ Other (add to notes)

FITTING (DEFAULT FOR ALL BADGES)

- ☐ Pin
- ☐ Magnet
- ☐ Clip
- ☐ Mixed (set per person)

BADGE SIZE (IF KNOWN)

LOGO FILE ATTACHED OR ON FILE?

DATE NEEDED

**Important:** magnetic badges may not suit people with a pacemaker or other implanted medical device — choose a pin or clip.

## 3 Names

Type each name exactly as it should appear

| # | Name as shown | Line 2 (job title) | Fitting | Qty | Notes |
|---|---|---|---|---|---|
| 1 | | | | | |
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| 11 | | | | | |
| 12 | | | | | |

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## 3 Names (continued)

| # | Name as shown | Line 2 (job title) | Fitting | Qty | Notes |
|---|---|---|---|---|---|
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
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| 39 | | | | | |
| 40 | | | | | |

## 4 Before you send

- ☐ Each person has checked their name
- ☐ Logo attached (or already on file)
- ☐ Job titles kept short and consistent
- ☐ Fitting chosen for every badge

**DELIVERY ADDRESS OR OTHER NOTES**