KANSAS STATE UNIVERSITY | University Printing

NAME BADGE ORDER

CONTACT/BILLING INFORMATION

Purchase order or departmental requisition # _____ Today's date _____ Due date _____

Contact person _____ Telephone _____ Fax _____

Email _____ Previous job number or approximate date _____

Bill to (department and address) _____

☐ Pick-up (24 Umberger Hall) ☐ Delivery or shipping address _____

Special instructions _____

_____

Signature (please print also) _____

UNIVERSITY NAME BADGE



Name badge is 3 inches wide by 2 inches high

1 If ordering more than one badge please send a list of names as an Excel document to *uprint@ksu.edu*

2 __ White plastic badge
__ Aluminum badge – Background: __ White (standard) __ Brushed silver

3 Backer __ Magnetic (standard) __ Alligator Clip __ Safety Pin

4 Name only (no accolades) _____

5 Department or Unit (2-line limit) _____

A PDF proof will be e-mailed to the Contact Person before production will begin.

EXTENSION NAME BADGE



Name badge is 3 inches wide by 2 inches high

1 If ordering more than one badge please send a list of names as an Excel document to *uprint@ksu.edu*

2 __ White plastic badge
Aluminum badge – Background: White (standard) Brushed silver

3 Backer Magnetic (standard) Alligator Clip Safety Pin

4 Name only (no accolades) _____

5 District or County (2-line limit) _____

A PDF proof will be e-mailed to the Contact Person before production will begin.