

# Name Badge Order Form

|   |  |   |  |
|---|--|---|--|
| <b>Ship to</b>  |  | <b>Bill to</b> <input type="checkbox"/> Same as Ship to |  |
| Company   |  | Company   |  |
| Address   |  | Address   |  |
|   |  |   |  |
| City, State, Zip  |  | City, State, Zip  |  |
| Attention:  |  | Contact   |  |
| Date Ordered  |  | PO#   |  |
| Credit Card #   |  | Exp. Date   |  |
| Card Type (Circle)    Visa    MC    Amex  |  | Name on card  |  |
| <b>IMPORTANT - Our contact person for questions about this order, logo artwork, etc.:</b> |  |   |  |
| Name  |  | Phone   |  |
| Email   |  | Fax   |  |

|    | Qty. | Top Line/First Name) | 2nd Line/Last Name | 3rd Line/Title | Fastener (Circle) |
|----|------|----------------------|--------------------|----------------|-------------------|
| 1  |      |                      |                    |                | P M C             |
| 2  |      |                      |                    |                | P M C             |
| 3  |      |                      |                    |                | P M C             |
| 4  |      |                      |                    |                | P M C             |
| 5  |      |                      |                    |                | P M C             |
| 6  |      |                      |                    |                | P M C             |
| 7  |      |                      |                    |                | P M C             |
| 8  |      |                      |                    |                | P M C             |
| 9  |      |                      |                    |                | P M C             |
| 10 |      |                      |                    |                | P M C             |

|  |
|--|
| <p align="center"><b>Do you want your logo on these name badges?</b>   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If "Yes", email logo to: <b>customerservice@archengraving.com</b></p> <p>Artwork requirements: 300 or more DPI, .JPG or .TIF format</p> <p><b>These badges should be:</b>    <input type="checkbox"/> Imprinted    <input type="checkbox"/> Engraved</p> <p>Don't know the difference? Please call and we'll explain.</p> |
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| <p><b>Fastener Types:</b></p> <p>P = Pin</p> <p>M = Magnet</p> <p>C = Clip</p> |
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- Complete the entire form, **PRINTING** names **EXACTLY** as they are to appear on the badge.
- Make copies of this form for more than 10 badges.
- Additional copies of this form may be downloaded in PDF format from our website.
- A proof will be sent for your approval on new orders only. Proofs not needed for reorders.
- Pricing will be quoted prior to production.
- Standard badge size is 3-1/2" X 1-1/2". For other sizes, please call.
- \$10.00 MINIMUM ORDER

**FAX this completed form to us: 314-822-3212**

No cover sheet is needed.

**Arch Engraving**  
**106 N. Kirkwood Road**  
**St. Louis, MO 63122**  
**314-822-3242**  
**314-822-3212 Fax**  
**www.ArchEngraving.com**