

Name Badge Order Form

Please complete this order form (one per person), include with a signed purchase requisition, and forward to Purchasing Office, MS #10. Purchasing will include this form with the purchase order and send to the vendor. *Please note: Vendor and Purchasing are not responsible for typographic errors submitted by originator of this form. Delivery: 2-3 weeks after receipt of purchase order.*

To save a copy of the PDF form with your information, go to Print; under Printer, select Adobe PDF; under Copies, select PDF Options, then select Print. Save the PDF file to your computer under a different name.

PURCHASE REQUISITION REQUESTED BY

Name of Requisitioner	Date of Request
Department/Division Name	Requisition #

NAME BADGE SPECIFICATIONS AND COSTS

Gold name badge, matte finish, black imprint, magnetic back.
Font type and size: Avenir Bold, 16 pt

Cost per name badge: \$10.00
Freight cost per purchase order: \$6.00

(Save money on freight by ordering name badges for several people on the same requisition.)

VENDOR INFORMATION FOR REQUISITION

Please include quantity, costs and vendor information on purchase requisition.

Darter Specialties, Inc.
P.O. Box 188
Cheshire, CT 06410

NAME BADGE INFORMATION

Name *(Limited to 24 characters. Do not include prefixes and professional credentials, i.e., Dr. or Ph.D.)*

Discipline or Department *(Limited to 24 characters)*

Number of badges ordered in this name

