

# UMass Print Services

151 Whitmore • [umass.edu/print](http://umass.edu/print)  
[print@admin.umass.edu](mailto:print@admin.umass.edu) • 413-545-2718

## NAME BADGE ORDER FORM

*Our name badges are engraved with white lettering on .060 extra thick, 3" x 2" maroon plastic. The standard layout shown below is used on all badges. You may choose from a magnetic or pin attachment.*

### Customer information

Order date

Contact name

Department

Phone

Speed Type

Email

Each badge is \$19.95 (plus tax & shipping, if applicable). To pay by credit card, please call 413-545-2718.

### Badge information

Number of badges requested



**Enter the following information exactly as it should appear on your badge.**



**UMassAmherst**

DEPARTMENT NAME WILL APPEAR HERE

NAME WILL APPEAR HERE

TITLE OR CREDENTIALS WILL APPEAR HERE

Department

Name

Title or credentials

Magnetic backing

Pin backing

### Delivery information

Standard production time is 7-10 business days. To expedite processing you may choose to pick-up your order at our customer service desk, located in Whitmore 151. Campus mail and USPS Priority Mail shipping also available.

Pick-up

Campus mail

USPS

Name

City

Address 1

State

Address 2

Zip