

Umass Amherst offers name badges for both students and faculty/staff. Students attending classes in certain departments will require name badges to participate in various academic programs. (Ex. College of Nursing)

Stock / Engraving Specifications:

Stock: .060 extra thick, 3" x 2" maroon 2-ply acrylic
Engraving: White lettering
Attachment Options: Magnetic or Pin

Engraving Information:

Required Information:

- Department
- Name

Optional Information:

- Credentials
- Title
- Preferred Pronouns



Ordering:

To order a name badge, please do the following:

1. Create a purchase order in BuyWays:
 - a. Select "Non-Catalog Item" from the BuyWays menu.
 - b. Enter your purchase requisition as you would any other non-punch-out vendor order.
 - i. Vendor: Clodoir Inc. (DBA: Amherst Copy & Design Works)
 - ii. Price: \$19.95 each (Non-tax if using a department speedtype)
 - iii. Delivery information
2. Email your request with the following information to [Amherst Copy & Design Works](#):
 - a. Customer Information:
 - i. PO Number
 - ii. Department
 - iii. Contact Name
 - iv. Contact Phone
 - v. Contact Email
 - b. Badge Information:
 - i. Number of badges requested*
 - ii. Required information (see engraving information above)
 - iii. Optional information (see engraving information above)
 - iv. Backing choice - magnetic or pin (Default will be magnetic.)

**If you are ordering multiple name badges for your department, please put all of the information above into a spreadsheet and send the spreadsheet attached to the email request.*

For further assistance, please contact Amherst Copy & Design Works via email at happiness@amherstcopy.com or by phone at 413.549.2854.