

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. Email your request with the following information to [Amherst Copy & Design Works](#):
  - a. Customer Information:
    - i. Name
    - ii. Phone
    - iii. 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.)
2. Provide payment to Amherst Copy & Design Works:
  - a. Price: \$19.95 each (Plus tax. Shipping available for an additional fee.)
  - b. If you opted for the badge to be shipped on or off campus, call 413.549.2854 to make your payment over the phone.
  - c. If you will be picking the badge up from their location at 3 Railroad Street, Hadley, MA 01035, you can provide payment at time of pickup.

For further assistance, please contact Amherst Copy & Design Works via email at [happiness@amherstcopy.com](mailto:happiness@amherstcopy.com) or by phone at 413.549.2854.