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:**

<table>
<thead>
<tr>
<th>Stock:</th>
<th>.060 extra thick, 3” x 2” maroon 2-ply acrylic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engraving:</td>
<td>White lettering</td>
</tr>
<tr>
<td>Attachment Options:</td>
<td>Magnetic or Pin</td>
</tr>
</tbody>
</table>

**Engraving Information:**

**Required Information:**
- Department
- Name

**Optional Information:**
- Credentials
- Title
- Personal 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.