

Name Badge Order Form

Complete this form and upload the PDF as supplemental documentation with your online purchase requisition. New and revised orders will have a proof emailed to the requestor's email for final approval. 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.

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 Name	Requisition #

NAME BADGE SPECIFICATIONS AND COSTS

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

Cost per name badge: \$12.75

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
sales@darterspecialties.com**

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**

Sample of Name Badge

