

Ordering Your New Official ACU Nametags

SAMPLE NAMETAGS

To order an official nametags complete this form. Actual size samples (3.25" x 1.25" each) are shown at right. The logo is silk-screened in "ACU purple," and the other info is engraved in black. To be fabric-friendly, the nametags fasten with a magnetic clasp rather than a pin; the magnet is powerful enough to hold through a thick sportcoat.



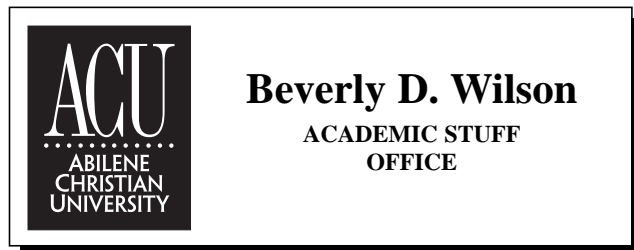
We encourage you to keep the copy on your nametag simple. Administrators, deans and directors are encouraged to use their exact title. Others should use their department or office name.



Please note the following style guidelines when you complete the form below:

Maximum number of lines of copy on the nametag is 4 (including your name and title or department). It's OK to have less than 4!

Ben Wilson, Ed.D. could also be **Dr. Benjamin Wilson**. No titles of Mr., Mrs. or Miss. Most names should fit on one line, but if it takes two lines, remember that only 4 lines of copy overall will fit. The vendor is authorized to adjust line breaks as necessary.



Titles / department / office names can be from one to three lines in length. Punctuation must be used if copy is abbreviated to fit.

NAMETAG ORDER FORM

Remember, 4 lines of copy maximum. Note maximum character-per-line counts:

One-line nametag: **\$4.75**
 Two-line nametag: **\$6**
 Three-line nametag: **\$7.25**
 Four-line nametag: **\$8**

Name _____
UP TO 18 CHARACTERS – INCLUDING PUNCTUATION AND SPACES – FIT ON ONE LINE

Title/Department (Line 2) _____
UP TO 23 CHARACTERS, INCLUDING PUNCTUATION AND SPACES

Title/Department (Line 3, if needed) _____
UP TO 23 CHARACTERS, INCLUDING PUNCTUATION AND SPACES

Title/Department (Line 4, if needed) _____
UP TO 23 CHARACTERS, INCLUDING PUNCTUATION AND SPACES

Signature _____ Date _____

Phone extension _____ Email address _____

FOAP _____

Box to mail to _____

PLEASE SUBMIT ONE FORM PER NAMETAG ORDER; MAKE PHOTOCOPIES OF THIS FORM AS NEEDED.

Mail this completed form to Box 29106 or fax it to 674-6899 or deliver it to the Human Resources Office (Administration Building, Room 213). Your nametag will be mailed to you when it arrives. ALLOW THREE TO FOUR WEEKS FOR DELIVERY.

Questions? Call HR Frontline at Ext. 2359