

LEWIS UNIVERSITY

NAMETAG ORDER FORM

Lewis University nametags are now being produced for all employees by an outside vendor. The costs will be billed to the account designated below. Turnaround time is approximately 1-2 weeks from the day the order is received. Please be sure to include your account number along with your supervisor's signature.

(TO BETTER ENSURE THE ACCURACY OF YOUR NAMETAGS, PLEASE TYPE OR PRINT LEGIBLY.
THE ELECTRONIC FILE CAN BE COMPLETED AND PRINTED FROM YOUR COMPUTER USING ADOBE READER.)

BILLING INFORMATION

Department _____
Account Number _____
Supervisor's Signature _____
Contact Name _____
Contact Phone Number _____

INFORMATION (EXACTLY AS IT SHOULD APPEAR ON THE NAMETAG)

① Name _____
② Department _____

OPTIONS

PLEASE CHOOSE ONE OF THE FOLLOWING THREE BACKS.

Pin (no cost) Clip (50¢ each) Magnet (50¢ each)

PRICING

____ Nametag(s) @ \$4/each = _____
____ Clip(s) @ 50¢/each = _____
____ Magnet(s) @ 50¢/each = _____
Total billed to department = _____

① Departmental Name
② Employee Name

SAMPLE NAMETAG



All completed order forms should be sent via campus mail to Marketing and Communications, Unit 196 or faxed to (815) 838-1267. For direct questions or concerns, call extension 5291.