

TRUMAN LOGO NAME BADGE ORDER FORM



To place an order for Truman Logo name badges, please complete this order form. The charge will show up as a back charge to your budget. Please provide your budget information below. You must provide your back charge information in order to place your order

Fund _____
Organization _____
Account Number 71105
Program _____

Purchasing will notify the ordering department if their order must be held for additional orders from other departments to meet the minimum order requirement. At the time, the ordering department may elect to pay the additional charge of \$20.00 to have their order processed immediately or wait for additional orders.

Please e-mail the list of names to procurement@truman.edu along with this order form as the order will be e-mailed to our vendor using the department's e-mailed list.

Price includes 2-color Truman State University logo badge, up to three lines of engraving (36 characters long including spaces); pin, clip or magnetic backing and shipping charge.

Please allow 2-3 weeks for delivery.

If you have any question, please do not hesitate to contact Purchasing at x4159.

Pricing is as follows:

Pin or Clip back price: \$8.45 each

Magnetic back price: \$10.10 each

Please note: Minimum order 10 badges; Additional charge for less than minimum order: \$20.00