



# NAME BADGE ORDER FORM

## INFORMATION REQUIRED FOR ACCURATE PRODUCTION OF NAME BADGES

NAME:		
DEPT:		
QUANTITY:		<b>PLEASE NOTE:</b> PRODUCTION AND DELIVERY TIME FOR NAME BADGES IS 10 DAYS FROM PROOF APPROVAL

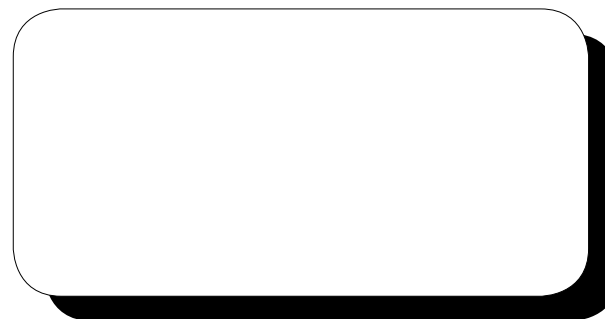
### LYNN CREATIVE SERVICES

P: 561.237.9632 • E: PRINT@LYNN.EDU • WWW.LYNN.EDU

• PLEASE SEND INITIAL REQUEST TO RLEIGH@LYNN.EDU •  
PROOF APPROVALS ARE REQUIRED BY EMAIL

- Each department is billed for their name badges.
- You will receive an invoice for your order.
- A minimum of 2 badges is required per order.
- Each Name Badge will receive it's own proof/order form.
- Name and department only, no credentials are permitted.
- Upon receipt of signed proof and expenditure request, your order will be placed.
- All badges can be picked up at the IT Support Desk in the Library on the first floor.
- You must show your Lynn ID when picking up your badge.
- You can submit this form in the following manner:
  - 1) Digital Signature - In the signature box provided.
  - 2) Print, sign and email the completed form.

### 3in x 1.5in - MAGNETIC NAME BADGE



EMPLOYEE SIGNATURE  
OF APPROVAL: \_\_\_\_\_

### PLEASE NOTE: REQUESTING EMPLOYEE SIGNATURE IS REQUIRED TO BEGIN PRODUCTION

REVISIONS OR CORRECTIONS: Please list any mistakes or other items that need to be corrected.

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