

Nametags and Plates

Ordering Procedures and Pricing

Procedure

1. Fill out the Nametag/Plate order form to ensure accurate spelling of name and title.
2. Ordering can be done by department secretary/clerk/assistant. Please check with supervisor for their ordering preferences.
3. Go to easyPurchase and do an online requisition. Vendor is Glass Wood & More, vendor number: 0151684. Make sure to attach the order form to the online requisition in external notes.
4. After the requisition has gone through the approval and I have generated the purchase order. I will e-mail the purchase order over to Glass Wood & More.
5. The nametag(s)/plate(s) will be delivered to Imaging Services.

Pricing

Description (all tags have magnetic clips)	Size	Price
Nametag: Blue w/White Lettering Black w/ White Lettering White w/ Black Lettering Gold w/ Black Lettering	3x1.5	\$5.75
Nametag: Blue w/White Lettering Black w/ White Lettering White w/ Black Lettering Gold w/ Black Lettering	3x1.25	\$5.50
Name Plate: Gold w/Black Lettering	2x10	\$8.50
Name Plate Holder (Desk or Wall Mount)	2x10	\$5.00
Shipping/Delivery Cost		Free