

ORDER CUSTOM PRINTED PLASTIC NAME BADGES FOR YOUR NEXT EVENT!



- step 1: Fill out this form and *save it to your desktop*.
- step 2: Create an Excel list of your attendees. See example below.
- step 3: Click this giant button:
- step 4: Attach your Excel list to the automatically generated e-mail message.
- step 5: Relax!

\$1.75 per badge does not include lanyard. Minimum order is 26 badges.
 Questions? Call Roxanne Miller, Color Reflections at 404-352-0352

YOUR INFO: Name: _____ Email: _____ Phone: _____ Department: _____ Location: _____	SHIP TO: <input type="checkbox"/> This address is a residence. To the attention of: _____ Company Name: _____ Address: _____ Address: _____ City: _____ State: _____ Zip: _____
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PAYMENT INFO:
 Credit Card: _____
 Name on Card: _____
 Card Number: _____ Security Code: _____
 Expiration Date: _____

WHEN SETTING UP YOUR SPREADSHEET, PLEASE FORMAT YOUR INFORMATION SIMILAR TO THIS:

Please note that we will make extra blank tags if this is requested in the spreadsheet as seen below.

	A	B	C	D	E	F
1	Badge type	First Name	Last Name	Company		
2						
3	Employee	Sue	Adams	Delta Air Lines		
4	Employee	Joe	Smith	Delta Air Lines		
5	Employee	blank		Delta Air Lines		
6	Employee	blank		Delta Air Lines		
7						
8	Partner	Pierre	DeGaul	Air France		
9						
10	Vendor	Roxanne	Miller	Color Reflections		
11	Vendor	blank		Color Reflections		
12						
13	Sponsor	Jeanette	Patterson	Carlson Wagonlit Travel		
14						