***Departments should contact BJ’s Trophy Shop directly to order name tags.***

Fill out this form with the information exactly as you want it to appear on your name tag, scan the form and email it to [bill@bjstrophy.com](mailto:bill@bjstrophy.com)

**Please complete the following to order name tags for your office:**

Office or department placing order:

Name of person placing order:

Contact phone number:

Contact email address:

Total number of nametags:

Date of order:

Names and positions on tags (Note: for spacing reasons, some positions may be abbreviated.)  
**Please print.**

***Name Position Cost Per Name Tag***

(Cost of nametag: $5.75 per badge and $.10 per letter; minimum charge of $5 total per letter; $5 shipping charge per order)

Type of Tag (check one) Pin ❑ Magnetic ❑

Authorized Signature Date

*Name tags will be mailed to the department and contact name on this order form at the 128 Garfield, West Plains, MO 65775 address. The vendor is BJ’s Trophy Shop. Departments will pay with a P-card after they receive the name tag and bill.*