

# Missouri State University-West Plains Name Tag Order Form

Departments should contact BJS 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 [jennifer@bistrophy.com](mailto:jennifer@bistrophy.com)

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

Office or department placing order: \_\_\_\_\_

Name of person placing the order: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Contact email address: \_\_\_\_\_

Total number of name tags: \_\_\_\_\_

Date of order: \_\_\_\_\_

Names and positions on tags:

Name	Position
_____	_____
_____	_____
_____	_____
_____	_____

Type of Tag (choose one)      Pin      Magnetic

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**Cost per name badge is a flat \$10.00 – no extra fees. Shipping is a flat \$8.00 per order.**

Name tags will be mailed to the department and contact name on this order form at the 128 Garfield address. **Departments will pay with a P-card after they receive the invoice stating the order is ready to ship.**