

Your Name

Title

Department or Office



Saint Martin's
UNIVERSITY

HOW TO ORDER YOUR NAME BADGES

- Send an email to Tags Trophies at: service@tagstrophies.com
- Email request must include the following information:
 - Email Subject line: Saint Martin's Name Badge order / (Name of requester)
 - Badge information: Name, title, department and/or office
(*Due to limited space on name badges, please limit the content to 2-3 lines that includes: Name, title and/or department*)
- Budget number: Please include budget number that will be charged
- Quantity: Number of name badges you are requesting
- Need-by-date if this is a RUSH request: Please include date you'll need your order by and allow the vendor at least 5 business days for processing your order. Include your phone number if you would like to pick up your own name badge. Tags will call you when your order is ready for pickup.

HOW DO I RECEIVE MY NAME BADGE ORDER?

The Office of Marketing and Communications will pick up name badges twice a month. Once on the 15th of each month and once on the last business day of each month. Badges will be delivered through campus mail.

WHAT IF I NEED MY BADGE SOONER?

If you need your name badge sooner than the designated pick-up days offered by the Office of Marketing and Communications, please feel free to pick up your order at:

Tags Trophies, 3643 Pacific Ave. SE, Lacey

Tags will notify you when your order is ready to be picked up.

HOW DO I PAY FOR MY NAME BADGE ORDER?

Please fill out a purchase request for your name badge and send to the Office of Finance at the time of your order. Estimated cost including tax is \$12 per name badge.

QUESTIONS?

If you have any questions or technical difficulties please contact the Office of Marketing and Communications for help at mcarson@stmartin.edu.