



PURCHASING SERVICES
3000 College Dr. S
Lethbridge Alberta T1K 1L6
Tel. 403.320.3236
Fax 403.380.3487

Employee Name Tag/Plate Order Form

Instructions:

1. Please fill in all parts of the form.
2. Forward completed form to Purchasing Services by Fax or E-mail to place order.
3. Purchasing will order through The Engravers. Standard artwork is available and on file.

Employee Name (Please Print):

Note: this will be the name that appears on the name tag/plate

What would you like ordered:

- Name tag
 - magnetic - \$9.50
 - pin-back - \$7.50
- Desk name plate - \$10.95
- Desk name plate holder - \$12.50

Where is it to be delivered:

Department Budget Code:

Supervisor's Name:

Supervisor's Signature required:

Optional:

Alumni? Yes No

If yes, what is your graduation year?

Would you like your alumni status to appear on your name tag: Yes No