



CHAPTER (BLUE) NAME BADGE ORDERING INSTRUCTIONS

Step 1: On a blank page complete a badge detail sheet -identify the Chapter Number and page number at the top- by inserting the type of badge (magnetic or pocket), group the badges by type under the header for that type, separate each badge detail with asterisks and provide the name, title if any, Chapter Number & name, Chapter location. USE ALL CAPS. See below samples:

MAGNETIC NAME BADGES: (Title)

 MARY MOE
 TREASURER
 CHAPTER 2365 AVERY
 ANYWHERE, FL

POCKET NAME BADGES: (NO Title)

 JOHN DOE
 CHAPTER 2365 AVERY
 ANYWHERE, FL

The space where there is no title is ***important.***

Continue to as many pages as necessary, BUT DO NOT SPLIT A NAME BADGE BETWEEN 2 PAGES, AND INDICATE THE TYPE OF BADGES BEING ORDERED ON EACH PAGE HEADER. Each page should be identified showing Chapter # and page number (page 1 of X). Then print the detail page. This is Part B of your order.

Count the number of badges ordered.

Then complete the Order Form spreadsheet. Print it out. This is Part A of your order.

Mail the completed order form and the detail sheet to the address on the order form with your payment (check or money order). A sample complete order is posted on this webpage.

Pricing includes Florida sales tax.