



Business Centre West, Avenue One, Letchworth Garden City
Hertfordshire SG6 2HB United Kingdom

Crested Name Badge Ordering guidance

To order Crested Name Badges, please email your order with the following:

1. An attached copy of your organisations crest or logo and/or any other graphic you would like on your badges.
 - a. Please supply as high a quality copy as you have available.
 - b. Alternatively you can post a hard copy to us and we will scan it for you.

2. A list of names, titles or any other text you want on each badge exactly as you would like it to appear on the badge – preferably in an Excel spreadsheet. Eg.

| | A | B | C | D | E |
|---|------------|--------------|--------------|----------------------------|---|
| 1 | Ref | Name | Title | Other Required Text | |
| 2 | 001 | Joe Bloggs | Job Title1 | ... | |
| 3 | 002 | Another Name | Job Titel2 | ... | |
| 4 | | | | | |

3. State any preferences you have for colours and/or fonts.

4. State any preference for shape and size – you may like to refer to an existing badge, eg “As per the Lannock Primary School badge on your web site”.

For items 3 & 4 above, if you have no preferences, please leave it to us and our graphic designers will design your badge using their professional judgement.

Please do not hesitate to contact us with any questions or queries. In the meantime we look forward to serving you as our valued customer.