

Step 1. Provide the following information:

Name:
Center/Department



Please note that all badges have a magnetic back.

Step 2. Choose an office location (this is the address that your name badge will be delivered/shipped to):

- 225 E. Main St., Mesa, AZ 85201
- 245 W. 2nd St., Mesa, AZ 85201
- 5700 College Rd., Lisle, IL 60532

Step 3. Choose a quantity: 1 \$16.50 (plus \$5.00 shipping and handling)

Step 4. Obtain the following approvals:

Employee

Supervisor

Human Resources

P.O. Number: _____
*PO *must* be made out to Golf Invite

Date

Date

Date

Step 5. The completed form will be emailed to Golf Invite after center or department approval from Human Resources.

The master brand logo is the only appropriate brand element for name badges.