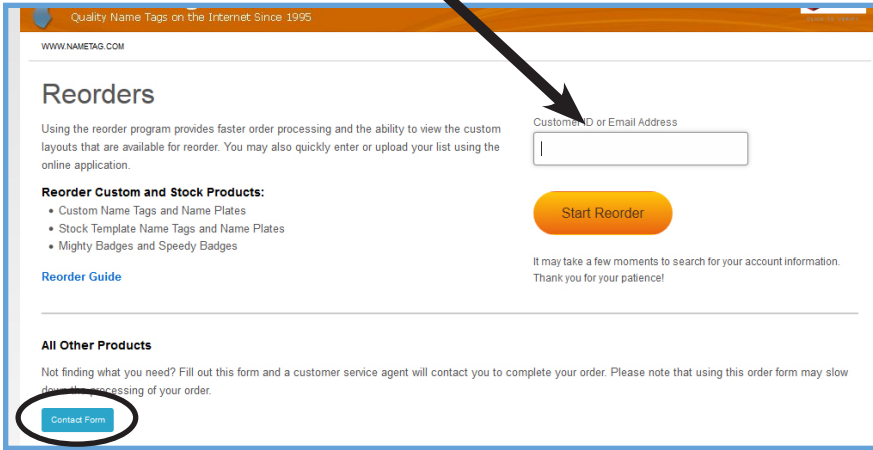
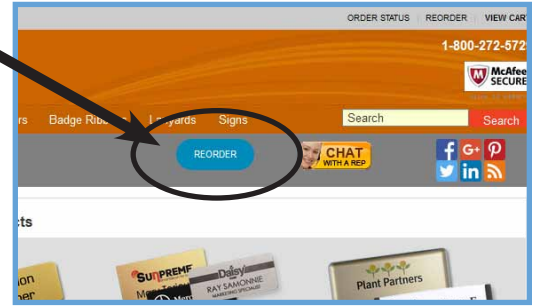


1 From nametag.com click the blue “reorder” button on the home page or to go there directly: <https://www.nametag.com/reorders/>

2 For name tags and name plates with a list, or Mighty Badges™ and reusable name plates, enter your customer number or the email address associated with your account to access the layouts available.

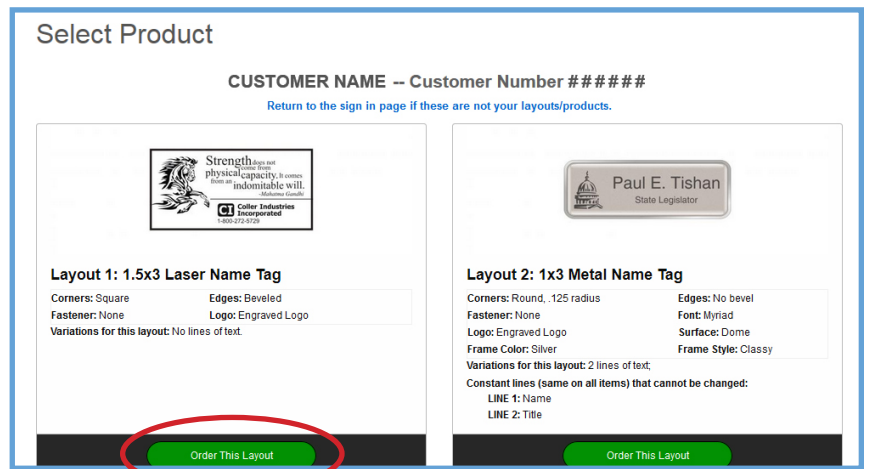



3 For ribbons, badge holders, lanyards, signs and other stock items, please contact a Customer Service Representative by calling **1-800-272-5729**, emailing us at nametag@nametag.com, or use the link provided to fill out a contact form.

4 If you have more than one layout you will find yourself at the screen to “Select Product.” Click on the green order button for the layout needed.

If the layout needed is not pictured, there may be an issue with the image or the layout was never approved. Please call customer service to get this corrected.

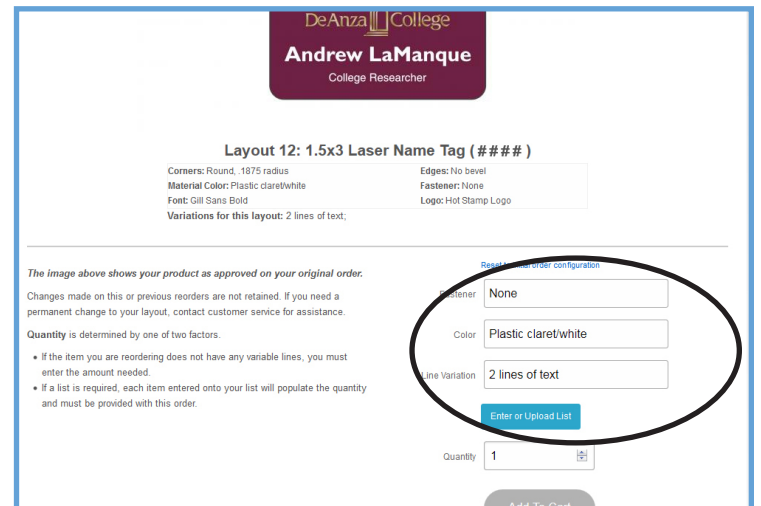
If you need to change the number of lines on your layout you will need to email nametag@nametag.com rather than using the reorder page.



5 Once you select the layout, or if you only have one layout on file you will be on the “Configure Product” page. Here you can change the fastener or color for this order if needed.

Verify the number of lines selected in the “Line Variation” box. Then click the blue button for “Enter or Upload List.” That is where you will enter the names needed.

If you have some tags with 1 line and some with 2, you will start with the 1 line list, add to cart and then select the “Order a Variant” button. This will take you back to the product page to add the 2 line tags.



6 You will have 2 options: *“Enter List”* or *“Upload List.”*

Enter List

By selecting this option, you will need to enter your list in the provided fields. You may copy and paste text in, or enter it manually as you need it to appear on each item. The fields are set up in a spreadsheet format for your convenience. Please make sure to fill out each required field.

[Enter List](#)

Upload List

To upload your list, choose the spreadsheet or text file option. Our system will then process your list and give you the opportunity to review and edit as needed or desired. Please make sure to fill out each required field and enter the information properly.

File: No file selected.
File types allowed: ods, xls,.xlsx, txt, odt, pdf, doc, docx

[Upload List](#)

Upload:

- You will click on the browse button and select the file to upload.
- Once file is selected, click the blue *“Upload List”* button and review to be sure the quantity, number of lines and text look correct.
- If so, click the *“Review List”* button. This will have you look one more time to review spelling.
- If correct, click the check box that says *“I confirm...”* and then the yellow button that says *“Submit List.”*
- This will take you back to the previous screen, click the yellow *“Add to Cart”* button to add those tags to the order.

Enter List

Use this spreadsheet to enter the list for your product. Navigate through the cells on a row with the tab, enter information for that item. Follow these instructions for correct list formatting:

- Each row represents one item on an order, each column represents one line on your product (ie. items v in a blank line on the product. Any row left blank will be removed from the list.
- Each cell must contain the information for one line of text (ie. Row 1: column 1, name; column 2, title.)
- To repeat names or titles, you may copy and paste single cells, columns or rows. If the selection contains
- This form may also be filled out using the copy/paste feature from external files. Copy a line, cell or row fr
- If different line variations, blank badges or logo only products are needed they will need to be added to th

	Line 1		
1	Luke Warm		Prof. of Meteorology
2	Lee Ving		Transfer Student Advisor
3	Rich Feller		Financial Aid Advisor
4			

[Review List](#) [Clear List](#)

Enter List:

- Type a name directly into the box next to the number one for the first tag. You can tab or click to the next box for a multi line tag. Hit enter to go down to the next line for the next tag. Continue until you have all the tags needed for this order.
- Click the *“Review List”* button. This will have you look one more time to review spelling.
- If correct, click the check box that says *“I confirm...”* and then the yellow button that says *“Submit List.”*
- This will take you back to the previous screen, click the yellow *“Add to Cart”* button to add those tags to the order.

Review List

Proof your list carefully for correct spelling, capitalization and punctuation as it will be used to produce you a delay in production times.

View as: [Spreadsheet](#) [Document](#)

	Line 1		
1	Luke Warm		Prof. of Meteorology
2	Lee Ving		Transfer Student Advisor
3	Rich Feller		Financial Aid Advisor

I confirm that this list is free from errors, including spelling, capitalization and punctuation mistakes.

[Submit List](#) [Edit/Change](#) [Cancel](#)

- 7** If you have more tags to add you can click on the *“Order a Variant”* button for the same layout or the *“Continue Shopping”* button to go back to the home page.

- 8** Once you have all the items needed in the cart, please click on the *“Continue Checkout”* button.

Shopping Cart

Item Ordered	Qty	@ Price Each	Line Total
Reorder Of Plastic Laser Engraved Name Tags Laser Engraved Plastic Name Tag <i>Nlu</i> Medium Tag 4 To 5 Square Inches One Color Hot-Stamp Logo Round Corners & No Bevel Deluxe Magnetic Fastener Nt 2 Engraved Lines Font <i>Gill Sans Bold</i> Corners <i>Round, .1875 radius</i> Edges <i>No bevel</i> Size 1.5x3 Color <i>Plastic claret/white</i> List of Variables You have provided a list, thank you. View List	3	@ \$10.65	\$31.95
Layout 12 * Reorder Set Price - 1 Color Logo. Reminder: Die Saved For 18 Months From Now \$5.00 Fee			\$5.00
Product Total			\$31.95
Additional Fees			\$5.00
Total Item Cost			\$36.95

[Edit](#) [Order a Variant](#) [Delete](#)

[Continue Shopping](#) [Delete Cart](#) [Continue Checkout](#)

9 The next page for shipping address will let you select from addresses on file, or enter a new address for this order. Click “*Validate Address.*” This will show you the verified address according to UPS. You can select that if correct, or use the address as entered.

2211 S 300TH W
SALT LAKE CITY, UT 841152514
US
Use Verified Address

2211 S 300 W
SALT LAKE CITY, UT 84115-2514
US
Residential Commercial
Use Entered Address

Shipping Address

Please fill in your shipping address. Shipping methods and charges may be chosen later during checkout.
All packages will be shipped via UPS; military addresses will be shipped to via USPS.

Select a saved address or enter a different one.
New/Edit Address

Shipping Limitations:

- Shipping is only available to US and Canadian addresses.
- We do not ship any product to P.O. Boxes.
- We cannot use customer UPS account numbers, COD or third party shipping.
- Federal Express or other carriers cannot be used, we only ship via UPS.

Shipping prices may NOT include all customs and VAT charges! You will receive an updated quote including these charges once your order has been processed.

SHIPPING INFORMATION

Company
First Name
Last Name
Address Line 1
Address Line 2
Country
City
State/Province
Zip/Postal Code
Phone Number (xxx) xxx-xxxx Ext.
Email Address you@domain.com

Validate Address

10 Next is the **Account Information** page. *No changes are allowed on this page.* It is to serve as a contact for any general questions to do with the account, not for this specific order. You can call to update if the information is outdated, but be advised that any update will effect the entire account going forward.

11 Next is payment information. You can select “*Credit Card*” to add payment. Select “*Contact for Payment*” if you’d like to specify a card already on file or provide payment once a quote is reviewed. If your account is set up for invoicing you will see that option as well. There will be a box for a PO number. This is not required.

Payment Information

A hold will be placed on your credit card for all orders; the final charge will not occur until your order ships. Closing this page without completing all payment information will result in its loss. If this happens, you will be required to re-enter all information.

We accept the following credit card types:

VISA MasterCard AMERICAN EXPRESS DISCOVER

Payment Method

Credit Card
Contact for Payment
Invoice

12 Contact information is next. This info is to let us know who to contact if we have any questions on this specific order.

Contact Information

The information provided here must be for the person that can be contacted about this order. Custom products often require interaction with our Customer Service Department. Delays in responding to proofs or other requests sent from customer service will hold up production.

Saved Contact Information

COPY SHIPPING INFO | COPY BILLING INFO

First Name*
Last Name*
Phone Number* (xxx) xxx-xxxx Ext.
Email* you@domain.com

Continue Checkout

13 Finally the review order page. Here you can list a “need by date” to tell us when you need the order in hand. If this date can not be met, we will contact you with rush options. Orders without a need by will be processed as quickly as possible with standard production.

You can also select the shipping method and to expedite the order. Please note that expedites are not guaranteed and must be received no later than 11 am MST. If you choose expedite or upgraded shipping please also include the need by date so we can be sure to get you your items on time.

Need By Date (Optional)

If you have a specific date that you need your order by, such as an event or other function, please enter that date. Customer Service will work with you on necessary adjustments for selected shipping methods and production times to get your order to you on time. You will be contacted if we cannot meet your need by date.

Need By Date:

This date may not work with the UPS First Class Commercial shipping option.

Shipping Method

The prices shown are an estimate of all shipping and handling fees (shipping charges, taxes, VAT, duties, etc.). If a price variance occurs, an updated shipping quote will be sent via email once the order has been processed. Shipping times are all based on normal business day activities. Please review the [SHIPPING INFORMATION](#) page for complete descriptions of each service.

Blind shipping is available by request through UPS only; instructions must be included in the notes.

If next day shipping is requested, the order must be submitted by 11:00 a.m. Mountain Time, and confirmed by calling the customer service department at 1-800-272-5729.

- \$12.90 - UPS Ground [View Map](#)
- \$15.48 - UPS Three-Day Select
- \$24.66 - UPS Second Day Air A.M.
- \$22.82 - UPS Second Day Air
- \$32.05 - UPS Next Day Air Saver
- \$66.38 - UPS Next Day Air Early A.M. SM
- \$34.35 - UPS Next Day Air
- \$8.50 - USPS First Class Commercial (2 to 7 days)
- \$0.00 - Customer Pickup (2211 S 300 W, Salt Lake City, Utah)

Production Time

Orders received after 11 a.m. Mountain Time will be processed the next business day. Production times vary depending upon product ordered, quantity ordered and product requirements. Production of custom items will begin when all information required for your order has been received. Failure to provide lists, artwork or proof approval may delay your order.

[PRODUCTION CHARTS](#)

Expedite Order

This is a separate choice from your shipping method and only affects the priority of the production of your items (\$50 fee).

Expedite the production of this order.

Review Order

Ship To: [Edit](#)
 SAMPLES SAMPLES
 NAME TAG INC.
 2211 S 300TH W
 SALT LAKE CITY, UT 841152514

Account Number:
 SAMPLES SAMPLES
 NAME TAG INC.
 2211 S 300 W
 SALT LAKE CITY, UT 84115-2514

Contact Information: [Edit](#)
 SAMPLES SAMPLES
 (801) 931-5000
 marketing@nametag.com

Product Invoice

Item Ordered	Qty	@	Price Each	Line Total
	2	@	\$10.55	\$21.05

14 Further down the page you can review the details for shipping and the products ordered. Please take a look to be sure everything is correct. There is a box for “Notes for this order” you can list any questions or special requests for the order here.

Finalize Order Details

Summary of final pricing:

Product Total \$	36.95
Shipping \$	12.90
Expedite \$	0.00
Taxes/VAT/Duties \$	2.86
Total Due	\$52.71

Notes for this order:

15 The last step is clicking “Submit Order.” This will take you to the Thank You page with your order number and a short survey. There will also be an email sent with confirmation. We will contact you if there are any questions, otherwise you will receive confirmation of production and when the order is set to ship.

Thank you!