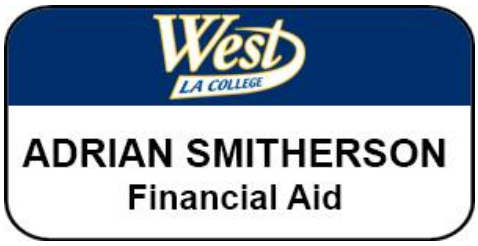
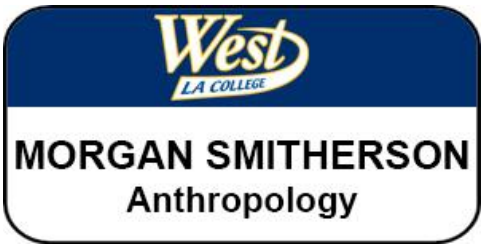
# IT'S NAME TAG TIME!




Name tag orders are now being handled by the college bookstore.

Orders will be accepted 3 times during the school year (*watch for announcements on email*) and may be picked up at the Bookstore.

**NAME TAGS ARE NOW $15.00 PER TAG.**

**Spring Orders Are Being Accepted JAN 20 – FEB 20.**

## INDIVIDUAL ORDERS

1) Complete the "Name Tag Order Form"
2) Have your Department Chair or Manager sign the form
3) Take your form to the Bookstore
4) Be prepared to pay for your order with cash, credit card or approved department/division account #

## BATCH ORDERS

1) Complete the "Name Tag Order Form (Multiple Tags)"
2) Have the Department Chair or Manager sign the form
3) Take the form to the Bookstore
4) Be prepared to pay for your order with an approved department/division account #

## FREE NAME TAGS

The PR Office will cover the cost of name tags for NEW FULL-TIME EMPLOYEES AND ADJUNCTS ON THE SENIORITY LIST WHO HAVE NEVER RECEIVED A COMPLIMENTARY NAME TAG.

1) Complete the Name Tag Order Form
2) Have your Department Chair or Manager sign the form
3) Submit the form to Michelle Long-Coffee in the PR Office

# NAME TAG ORDER FORM

WLAC Name Tags are ordered approximately 2 times per year – in the Fall and once in the Spring. Watch for announcements on campus email.

New full-time employees and adjuncts on the seniority list may receive their FIRST tag at no cost through the PR Office – Michelle Long-Coffee.
**All other tags must be paid for by the employee or the employee's department/division**. Payment must be made at the Bookstore with cash, credit card, or an approved department/division account #.

**COST:** **$15.00 per tag**
If ordering tags for several people, use the multiple tag form at the end of this document

Notice will be sent to the campus when new orders have arrived. Pick up your order from the Bookstore.

**LINE 1: FIRST & LAST NAME** (maximum of 20 characters is best)
You may also include Ph.D., Ed.D. or special certifications.

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**LINE 2: YOUR OFFICE or AREA OF INSTRUCTION** (maximum of 25 characters is best)

| | | | | | | | | | | | | | | | | | | | | | | | | |
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**I NEED MORE LETTERS ON MY TAG**: I understand that the letters on my tag will appear smaller or thinner than other standard tags. However, I need to exceed the recommended number of characters.

**LINE 1: First & Last Name (unlimited characters)**

**LINE 2: Your Office or Area of Instruction (unlimited characters)**

Quantity: _____ Pin Type: _____Stick Pin _____Magnet

**Payment Method:** _____ Credit Card _____ Cash

_____ College Account: _____

**ATTENTION MANAGER: Your signature indicates that your department/division listed on this request is acceptable and/or consistent with the way it is listed on existing tags and that you approve the use of the department/division account number if that is the payment method indicated.**

**Order approved by:** _____
Supervisor / Chair / Dean Name & Signature Date

# TAG EXAMPLES

| LONG NAME | NO NAME |
| --- | --- |
| West LA COLLEGE<br>MORGAN<br>JONES-SMITHERSON, PH.D.<br>Anthropology / Philosophy | West LA COLLEGE<br>TRIO STAFF |
| **FACULTY** | **STAFF** |
| West LA COLLEGE<br>MORGAN SMITHERSON<br>Anthropology<br><br>West LA COLLEGE<br>MORGAN SMITH, PH.D.<br>Anthropology | West LA COLLEGE<br>ADRIAN SMITHERSON<br>Financial Aid |
| **ADMINISTRATORS** | |
| West LA COLLEGE<br>MORGAN SMITH<br>Dean | West LA COLLEGE<br>MORGAN SMITH<br>VP Admin Services |

# NAME TAG ORDER FORM (Multiple Tags)

## TAG 1

**LINE 1: FIRST & LAST NAME** (maximum of 20 characters is best)

You may also include Ph.D., Ed.D. or special certifications. **QUANTITY: _____** **PIN or MAGNET?**

**LINE 2: YOUR OFFICE or AREA OF INSTRUCTION** (maximum of 25 characters is best)

## TAG 2

**LINE 1: FIRST & LAST NAME** (maximum of 20 characters is best)

You may also include Ph.D., Ed.D. or special certifications. **QUANTITY: _____** **PIN or MAGNET?**

**LINE 2: YOUR OFFICE or AREA OF INSTRUCTION** (maximum of 25 characters is best)

## TAG 3

**LINE 1: FIRST & LAST NAME** (maximum of 20 characters is best)

You may also include Ph.D., Ed.D. or special certifications. **QUANTITY: _____** **PIN or MAGNET?**

**LINE 2: YOUR OFFICE or AREA OF INSTRUCTION** (maximum of 25 characters is best)

## TAG 4

**LINE 1: FIRST & LAST NAME** (maximum of 20 characters is best)

You may also include Ph.D., Ed.D. or special certifications. **QUANTITY: _____** **PIN or MAGNET?**

**LINE 2: YOUR OFFICE or AREA OF INSTRUCTION** (maximum of 25 characters is best)