NAU STUDENT NAME TAG ORDER FORM

CONTACT NAME: _____ DATE: _____

CONTACT PHONE: _____ EMAIL: _____

DELIVERY OPTIONS

☐ PICK UP (YOU WILL BE CALLED OR EMAILED WHEN YOUR ORDER IS READY)

☐ SHIP (AN ADDITIONAL $5.50 WILL BE CHARGED FOR SHIPPING & HANDLING.)

PHYSICAL ADDRESS (NO P.O. BOX): _____

CITY: _____ STATE: _____ ZIP: _____

NAMETAGS (PLEASE PRINT CLEARLY; SEE PRICES AND EXAMPLE BELOW.)
SELECT TYPE OF FASTENER: ☐ PIN ☐ MAGNETIC BACK

INSCRIPTION:
NAME: _____ QUANTITY: _____

TITLE: _____

DEPARTMENT: _____

PRICES

PIN BACK: $8.35

MAGNETIC BACK: $10.95

PLEASE NOTE: STUDENTS ARE REQUIRED TO PREPAY FOR NAME BADGE ORDERS. ITEMS NOT PICKED UP WITHIN 6 MONTHS WILL BE RECYCLED.

Actual size: 3.5 x 1.75 inches

FOR STORE USE ONLY

☐ PAID DATE: _____ CASHIER'S INITIALS: _____ TRANS #: _____

☐ ORDERED PO #: _____ DATE: _____ INITIALS: _____

☐ RECEIVED REC'D #_____ DATE: _____ INITIALS: _____

☐ CONTACTED PHONE/EMAIL (CIRCLE) DATE: _____ INITIALS: _____

☐ PICKED UP/DELIVERED DATE: _____

CUSTOMER SIGNATURE: _____ CASHIER'S INITIALS: _____

PHONE ORDER CREDIT CARD INFORMATION (CUT OFF & SHRED AFTER COMPLETING TRANSACTION)

CARD #_____ _____ _____ _____ EXP: _____ BILLING ZIP: _____ VIN: _____

Revised April 25, 2018

Northern Arizona University Bookstore
1015 S. San Francisco, Building #35
Flagstaff, AZ 86011
www.follett.com
Tel: 928-523-6687
Fax: 928-523-9121

May 7, 2018

Dear NAU Students:

Attached please find a PDF version of the new order form. Here is how to fill it out:

1. Fill in your name, date of order and contact information at the top (print legibly).
2. Check one of the boxes indicating how you need us to get that order to you:
   a. If you need it shipped, provide your PHYSICAL address (NOT a PO Box). You will be charged an additional $5.50 for shipping and handling.
   b. We can hold it for pick-up.
3. Fill in the information regarding the name tag by checking what type of badge is needed—either a magnetic or pin back badge
4. Print your name as it should appear on the badge, followed by the title or other information needed below it (We can print up to 3 lines). Please check with your instructor regarding their preferences regarding the inscription. For the undergraduate nursing programs, the example on the left is how we have been told to do it (Programs outside of Flagstaff should include the city where their campus is located.). FNP students should have their name, followed by the degrees/certifications they already have, and then their program and nursing department, as depicted to the right.

Jane Doe **Student Nurse** **School of Nursing - Tucson**	**John Doe, RN, BSN** **FNP Student** **School of Nursing**

5. DO NOT FILL OUT THE REST OF THE FORM.

Completed forms may be scanned, saved as a PDF file (Other formats do NOT work well.), and then emailed to 1008gm5@follett.com. Or you may fax it to 928-523-9121. You may also deliver them in person to one of the cashiers at the bookstore and pay at that time, if you prefer.

Due to the large number of student name badges that are not picked up or paid for each semester, NAU Bookstore requires students to pre-prepay for custom name badges. If you email or fax your order, an associate will call for credit card information prior to placing your order (For your own security, DO NOT TRANSMIT YOUR CREDIT CARD INFORMATION VIA FAX OR EMAIL!). If you bring your order in, you may pay with credit card, debit, JDE, check or cash at the time you submit your order. **WE DO NOT ACCEPT CHECKS OR MAIL ORDERS.**

Please allow a **minimum** of two weeks for us to process and deliver you order! Name tags are usually ordered on Tuesdays and delivered to us the following week. We will contact you when your order is ready. If you want it shipped to you, bear in mind that it may take an additional week to get to you.

If you have any questions, please call and ask for Ben Moses or me, as we are the associates handling these orders. Thank you for your business!

All the best,
Deborah Schaulis
Trade Books Team Lead

NAU STUDENT NAME TAG ORDER FORM

CONTACT NAME: _____ DATE: _____

CONTACT PHONE: _____ EMAIL: "use NAU email"

DELIVERY OPTIONS

choose one

☐ PICK UP (YOU WILL BE CALLED OR EMAILED WHEN YOUR ORDER IS READY)

☐ SHIP (AN ADDITIONAL $5.50 WILL BE CHARGED FOR SHIPPING & HANDLING.)

fill out if being shipped

PHYSICAL ADDRESS (NO P.O. BOX): _____

CITY: _____ STATE: _____ ZIP: _____

NAMETAGS (PLEASE PRINT CLEARLY; SEE PRICES AND EXAMPLE BELOW.)

SELECT TYPE OF FASTENER: ☐ PIN ☐ MAGNETIC BACK

choose one

need to have at least 1, but can order more if needed

INSCRIPTION:

NAME: First & Last name QUANTITY: _____

TITLE: Student Nurse

DEPARTMENT: School of Nursing - "your campus" (Flagstaff, Tucson, Yuma, AIP)

PRICES

PIN BACK: $8.35

MAGNETIC BACK: $10.95

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☐ PICKED UP/DELIVERED DATE: _____

CUSTOMER SIGNATURE: _____ CASHIER'S INITIALS: _____

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CARD #_____ _____ _____ _____ EXP: _____ BILLING ZIP: _____ VIN: _____

Revised April 25, 2018