

Shipping Information

FREE Ground Shipping

We're FAST! If you order by 3:00 p.m. Eastern Time, your order will ship the same day. Custom work takes longer. All contiguous U.S. orders ship **FREE** Ground Service unless you tell us otherwise. Please call for rates on other shipping services.

For orders shipped outside the contiguous U.S., contact our office for instructions. All international orders must be paid for in advance, in U.S. funds.

Custom Printing

On a separate piece of paper, indicate the custom product that you are ordering. Sketch out how you would like the item to appear. Specify the position of any logos or graphics, placement of colors and background color if desired. Stock design logos available. Call for details. Most custom orders will be shipped one week after approval of art.

IMPORTANT: Please double-check all spelling. Words will be printed exactly as written.

Returns

You must notify Badge-A-Minit within 30 days of receiving your order if you wish to return merchandise. A letter of instruction should be included with any return stating what action you would like us to take. Please include your invoice number. A 10% restocking fee will be charged on all returned items.

Return to: Badge-A-Minit
345 North Lewis Ave.
Oglesby, IL 61348

Ordering is Easy and Convenient

- By Phone: Toll-free **800-223-4103** or 815-883-8822
Mon.–Fri. 7 a.m. to 8 p.m., Sat. 8 a.m. to 3 p.m., CST
- By Fax: 815-883-9696
- Mail/Delivery: 345 North Lewis Ave., Oglesby, IL 61348
- Online: www.badgeaminit.com

Customer information:

Company/Organization _____
Name _____
Address _____ Apt # _____
City _____ State _____ Zip _____
Daytime Phone (_____) _____

(We'll call if we have a question about your order.)

How would you categorize yourself or organization?

- | | | |
|---|---------------------------------------|---|
| <input type="checkbox"/> School or PTA | <input type="checkbox"/> Library | <input type="checkbox"/> Medical Facility |
| <input type="checkbox"/> Fraternal Club | <input type="checkbox"/> Government | <input type="checkbox"/> Retail Shop |
| <input type="checkbox"/> Religious | <input type="checkbox"/> Crafts | <input type="checkbox"/> Printer |
| <input type="checkbox"/> Photographer | <input type="checkbox"/> Entrepreneur | <input type="checkbox"/> Other |

What will you be using your buttons for? _____

How would you like your order shipped?

- FREE Ground Shipping UPS 2nd Day Air UPS Overnight

(Free Ground Service for orders within the contiguous United States. Call for rates on other shipping services.)

Indicate your payment method:

- P.O. (Only regulation P.O.'s are accepted.) Check or M.O. (payable to Badge-A-Minit)
 VISA MasterCard Discover American Express

Card number

Exp. Date _____

Signature _____

Please provide name and address of cardholder if different than shown above.

Name _____
Address _____ Apt # _____
City _____ State _____ Zip _____

Please ship the following items:

Print clearly. Check to be sure all item codes, colors and prices are correct. If you are ordering stock designs, please write your choices on a separate piece of paper and attach it to order form.

Item Code	Qty.	Pg. No.	Color	Description	Item Cost	Total

For fast personal service, call 800-223-4103. Visit us online at www.badgeaminit.com for 24-hour ordering.

Thank You!

Subtotal
7% Sales Tax
(IL residents only)
Shipping Cost
(other than Ground Service)
TOTAL