



Request for Printing Name Tags

Metro Graphics, LLC
Phone (901) 417-7128



COMPLETE FORM, SAVE TO DESKTOP, AND EMAIL TO: design@GoMetroGraphics.com

Department: _____

Date Submitted: _____

Account #: _____

Date Needed: _____

ORDERED BY:

DELIVER TO:

Name: _____

Building: _____

Phone: _____

Room #: _____

Email: _____

Add'l Info: _____

CARD INFORMATION

One magnetic silver or black name tag is \$16.00.

Silver Black (check one)

Please enter below the **EXACT** information to be printed on the tags.

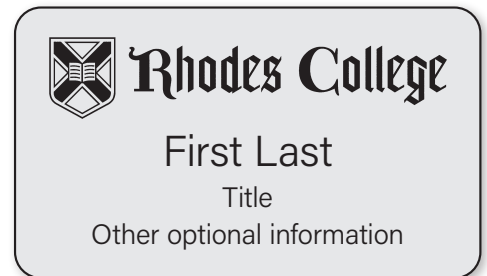
Name: _____

Title: _____

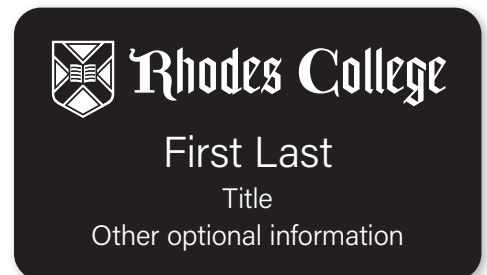
Other: _____

Sample Tags

Silver



Black



Fill out your information EXACTLY as you want it to read on your tag. Please be sure the information is correct on the form; your order will be delayed if changes have to be made after the initial typesetting. A proof will be emailed to you; please call or email Metro Graphics to either make changes or to approve the proof. Your name tag will be delivered to campus and you will be notified when you can pick it up.