**How to order name badges:**

Each employee is to speak with your department director before initiating the name badge ordering process.

Go to the website:  <https://awardspecialtieshh.com/contact-us/> then scroll down the webpage.

Fill in the complete form, example below. The employee placing the order should include their name (not the name of the employee needing a name badge), phone number, and email address.

**In the message section of the form**:  Type in:  **Temple College Name Badge Request** and **list the names** you are requesting name badges for.

Click submit and it will give you this message: “Thanks for contacting us! We will get in touch with you shortly”.

Alternatively, you can email your name badge order to:  [awardspecialties@gmail.com](mailto:awardspecialties@gmail.com) Please indicate that you are ordering name badges and list the name(s) of each employee you’re ordering a name badge for.

The vendor will complete the name badge request(s) and send them to the College about once every two weeks, so please contact the vendor if you need them sooner. The mailroom will deliver them to the requesting employee upon receipt. The requesting department’s operating account will be billed $8 for each name badge plus applicable shipping (typically within a month after the order was made).

