



**OFFICE OF PROCUREMENT**

**NAME TAG ORDER FORM**

**Attention: Sheila Benton**  
**6610 Amberton Drive, Suite 400**  
**Elkridge, Maryland 21075**

**Fax:410-931-4158**

**Phone:410-931-4150**

**Email:**  
**sbenton@rudolphsupply.com**

**Instructions:**

Please complete the information below. After you have completed this form, please fax Rudolph's using the adjacent contact information.

Nametag is 1" x 3" overall size.

The logo is located to the left with the text **Montgomery College** placed under the logo on all nametags.

MC – Logo                      JOHN H. DOE  
MONTGOMERY                  CHAIRMAN  
COLLEGE                        APPLIED TECH DEPARTMENT

<b>First Name</b>				<b>Last Name</b>			
<b>School</b>	Montgomery College			<b>Department</b>			
<b>Telephone</b>				<b>E-mail</b>			
<b>Street Address</b>							
<b>Campus</b>		<b>Building</b>		<b>Room</b>			
<b>City</b>				<b>State</b>		<b>Zip</b>	
<b>FUND</b>		<b>ORG</b>		<b>ACCT</b>		<b>PROG</b>	
<b>Payment Options</b>	<input type="checkbox"/> <b>Please bill my Account</b> <input type="checkbox"/> <b>Please bill P-card</b>						
<b>Credit Card Number</b>					<b>Expiration Date(MM/YY)</b>		
<b>Name on Card</b>					<b>Signature</b>		
<b>Additional Notes or Comments</b>							

The nametag allows for three lines of print located to the right of the logo and Montgomery College. Specify whether for a **pin (\$9.00)** or a **magnetic (\$12.00)** pole back.

**Please print or type information exactly as you would like it to appear on the nametag.**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Type</b>
			<input type="checkbox"/> <b>Pin Back</b> <input type="checkbox"/> <b>Magnetic Back</b>
			<input type="checkbox"/> <b>Pin Back</b> <input type="checkbox"/> <b>Magnetic Back</b>
			<input type="checkbox"/> <b>Pin Back</b> <input type="checkbox"/> <b>Magnetic Back</b>