

Name Tag Order Form

Below are the approved styles for Faculty/Staff name tags.

**NWACC**

First Name Last Name, Degree

Position Title

Department Name (if necessary)



NWACC

First Name Last Name, Degree

Position Title

Department Name (if necessary)

Name Tag Information (please type)

NOTE: You may list only one degree/certification on name tags. It should be your highest degree earned and it needs to be abbreviated (i.e. BA instead of Bachelors). Please note that titles may be abbreviated as needed to fit on the name tag.

Name & Degree

[illegible]

Title

[illegible]

Department

[illegible]

Name Tag Color (please select one): ☐ Green ☐ White

To order a name tag:

1. Complete a requisition in Workday to Showcase Trophy.
(Name tags with same price can be on one line, listing last names.)
2. Complete this name tag form (not all fields must be completed), submit as supporting documentation to requisition.
3. Cost: Two lines - \$8.00 or Three lines - \$8.50

Specifications:

- Size: 3”w x 1.5”h name tag with magnetic attachment
- Name: 16 pt Proxima Nova Bold Condensed
- Degree: 16 pt Proxima Nova Bold Condensed
- Title: 11 pt Proxima Nova Semibold Condensed
- Dept.: 11 pt Proxima Nova Semibold Condensed
- Color: Green or White