Order Your Faculty/Staff Name Badge

1. Start at www.staplesadvantage.com, where you order your other office supplies.

2. Select "My Lists" under Lists on the homepage.
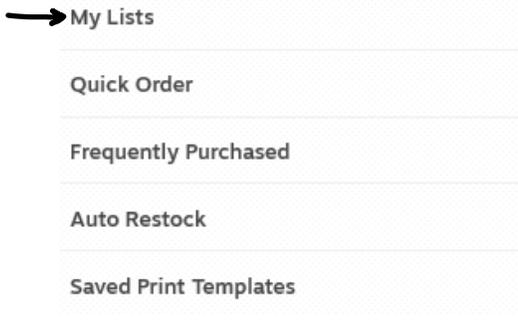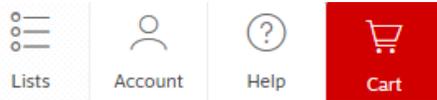
3. Choose "Name Badges."

List name ⇕	Modified On ⇕	List type ⇕	Actions
Faculty Staff Business Cards 3 items	3/4/2019	Shared	Add as favorite
HP PRINTER SUPPLIES 4 items	3/25/2013	Shared	Add as favorite
KCUPS 8 items	5/2/2014	Shared	Add as favorite
Name Badges 1 items	2/13/2020	Shared	Add as favorite
STUDENT BUSINESS CARDS 2 items	6/9/2014	Shared	Add as favorite
WHITWORTH FIRST AID SUPPLIES 17 items	9/21/2016	Shared	Add as favorite
WHITWORTH STANDARD DESK PLATES 3 items	9/21/2016	Shared	Add as favorite

4. Select "Customize."

			Added on	Price			
Pirate Item	♡	Whitworth University 2X3 Full Color Badge with Logo Item #: 24417747 | MFR #: WU2X3FCBADGE Customer #: 24417747 ★★★★★	2/13/2020	$11.40 EA/1 Check delivery date		1	**Customize**

5. Select "Sample Layout" by clicking on the image.

Select a Sample Layout

6. Fill in lines one, two and three with your name, title and department. There is no need to adjust size or font. If your needs fall outside of the template limits (you need an extra line or have too many characters) please email Andrea at Andrea.Sipe@Staples.com.

Enter the text for your layout below.	Select Font	Select Size	Alignment
1. Name Here	Special Typestyle - See Factory	21 pt	○ ≣ Left ● ≣ Center
2. Title 1	Special Typestyle - See Factory	16 pt	○ ≣ Right **Overlay Mode**
3. Title 2	Special Typestyle - See Factory	16 pt	☐ Enable

7. Select "Show Proof" and verify the information you entered is correct and fits nicely on the name badge.

8. Once you are satisfied with the name badge, select "Add to Order."

> Custom orders are non-returnable. By clicking "Add to Order," you are approving the proof presented. Please review carefully.

> The name badge will be in your virtual cart, and you can proceed to checkout as usual.

To protect Whitworth's brand and identity, please do not produce any name badges outside of this program.