



# Vendor Name Badge Guidelines

## Badge production options

- **Office Depot / Office Max** – Full Color ID Badge option (recommended)
- **Staples** – engraved magnetic name badge (alternative option)
- **IDP Smart 30S printer** (option when purchasing printer)

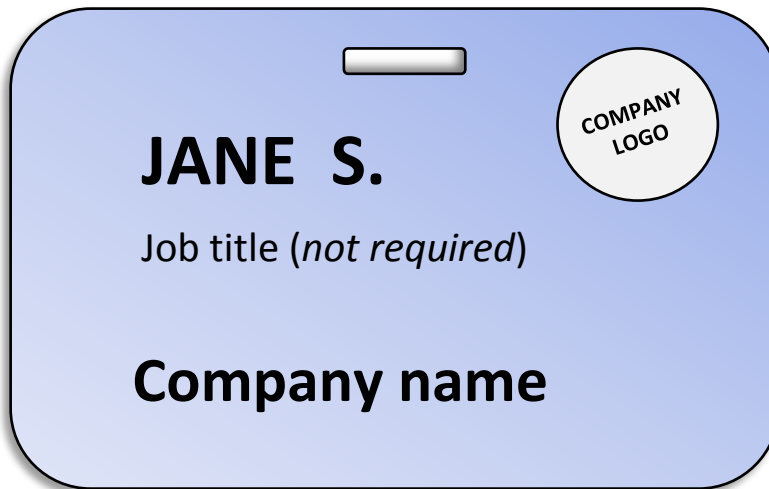
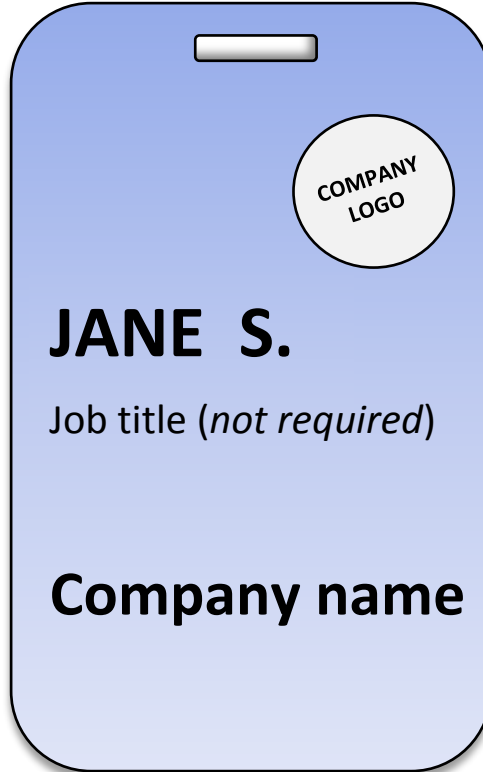
## Samples of unacceptable name badges

<b>Unacceptable Name Badges</b> Name badges <b>should not</b> be hand-written and should not be printed on non-durable materials.



## Samples of acceptable name badges

### Recommended Name Badges

Badges should be printed on plastic. Clip fasteners or carabiner/badge reels are recommended. Lanyards are discouraged for safety purposes.



### Acceptable Name Badges

Badges may be printed and inserted into a plastic badge holder.  
Clip fasteners or carabiner/badge reels are recommended.  
Lanyards are discouraged for safety purposes.

