

ORDER FORM

Professional Practical Placements Curtin Uni Name Badge



Pin or Magnet backing: \$19.80 each (National Postal Delivery Only - add \$3.00)

How to Order:

Lodge the completed form (written or electronically)

- **In person** at the **Guild Copy & Design Centre**, Bldg 106B (same courtyard as Guild Tav), Curtin Uni Bentley campus.
- **Email** and attach completed form to: copy.design@guild.curtin.edu.au. If you did not receive a reply from us, we may not have received your email, call (08) 9266 2925 to confirm we received your order.
- **Payment:** Cash, Postal Order or Credit Card (Visa or MasterCard only).

1. Student Details

Date of Order: _____

Name: _____
(First and Family name)

Student ID: _____

Tel/Mob: _____

2. Details on Curtin Uni Name Badge (see above sample)

Uni Schools have specific guidelines for Name and Title. If in doubt, check with your Supervisor **BEFORE** you order as refunds are generally not entertained.

Name: _____
(First Name only)

Title: **BSc Midwifery Student**

3. Select Fitting (PIN or MAGNET) and Quantity required

___ x Pin and/or ___ x Magnet Total ordered: ___

4. Select ONE option: Pick up Only or Postal Delivery (Add \$3.00 extra to cost of Name Badge)

Pick Up Only

Collect completed Name Badge at the Guild Copy & Design Centre, Bldg 106B, Curtin Uni, Bentley campus. The Guild Copy & Design Centre does not contact you to collect. Call (08) 9266 2925 or email copy.design@guild.curtin.edu.au for order status.

Postal Delivery (Add \$3.00* extra to cost of Name Badge)

***NON-REFUNDABLE** if you decide to pick-up in person at a later date.

Fill in details for Postal Delivery only:

Name: _____

Address: _____

State: _____ P/Code: _____

Payment section for external orders only. **Do not fill in if you are paying in person.**

Payment by: Postal Order **Credit/Debit Card** (Visa and Mastercard accepted only)

Card Number: - - - Expiry Date: /

Name on Card: _____

Total Amount to pay (add \$3.00 for Postal Delivery if option is selected) \$: _____

Customers Note: Name badges are outsourced to an external supplier. It takes about 10-14 business days (does not include weekends) to complete and delivered to the Guild Copy & Design for processing. Add another 2-3 days if you requested Postal Delivery. Occasionally there may be postal delays due to unforeseen situations. **UNDER THESE CIRCUMSTANCES WE ARE UNABLE TO ACCEPT URGENT ORDERS.** Likewise, cancelling an order is dependent of whether the external supplier has already started on the name badge. **Cancellation of name badge may incur a \$5.00 administrative fee.**