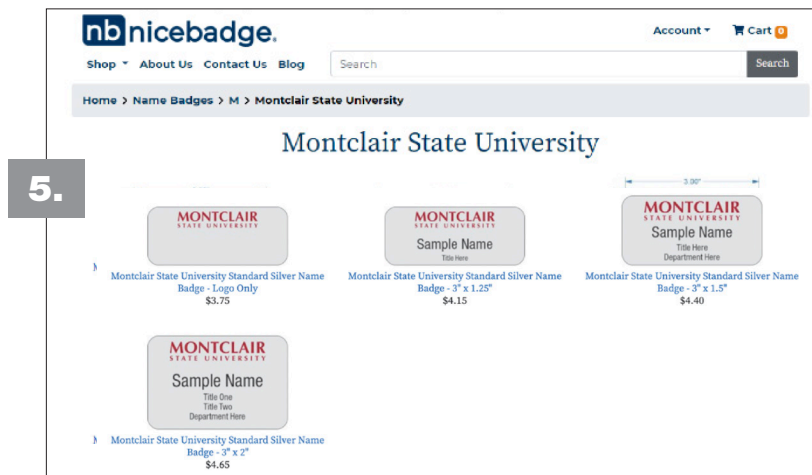


Instructions for ordering your Montclair State name badge | 1

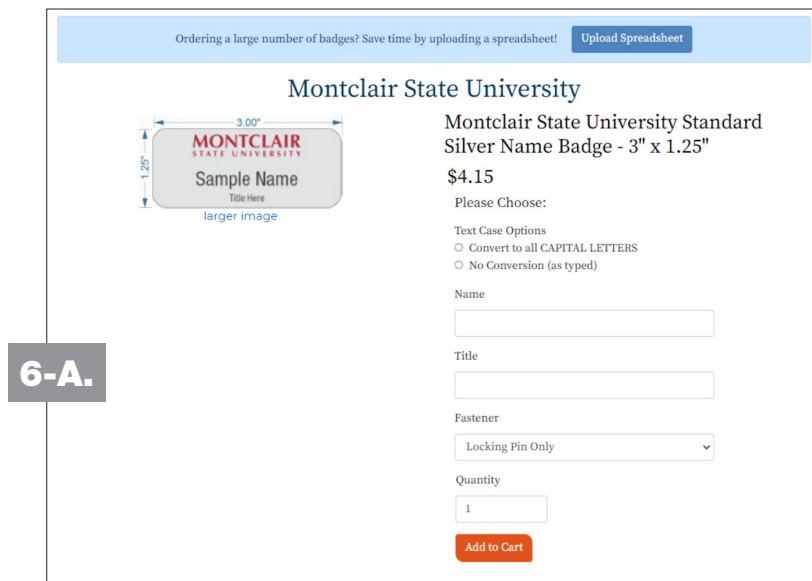
1. Locate website: https://www.nicebadge.com/montclair-state-university-c-2394_4734_1340/
2. Select the “SHOP” drop-down menu.
3. Choose the selection “REORDER NAME BADGES” (even if this is your first time to the site)
4. Type in “MONTCLAIR STATE UNIVERSITY” in the middle search bar, and select the dropdown category that appears shown below:



5. There are 4 badge options. Select the option you need to order based on the size and amount of text lines required:



- 6-A. Enter in the name and any additional lines of text needed for title, department, school or college. Choose your text case option and select the fastener needed. Once added to your cart you can enter in as many as needed.



Instructions for ordering your Montclair State name badge | 2

6-B. If you have a sheet/list of names there is a quicker way available to add badges to your cart.

Select the blue “**UPLOAD SPREADSHEET**” button. It will update with a list of instructions on how to download NiceBadge’s spread sheet. You can copy and paste your information into the supplied spreadsheet.

6-B.

Spreadsheet Upload

Step 1) [Download this spreadsheet](#)

Step 2) Copy or type the text you want on the badges into the spreadsheet

Step 3) Save the spreadsheet and upload it to the website

Step 4) Choose any additional options (fastener, Niceguard, etc.)

Step 5) Click Add to Cart

Upload Spreadsheet:

No file chosen

6-C. Once the spreadsheet is uploaded you will be given the chance to review the badge options and select your case option, quantity, and fastener options. If needed, you can universally apply details to every badge in your cart (the very first product in your cart is treated as the master badge) by selecting the **APPLY TO ALL**.

6-C.

Spreadsheet Uploaded and Processed!

Next Steps

Step 1) Verify that everything is correct

Step 2) Choose any additional options (fastener, NiceGuard, etc.)

Step 3) Click Add to Cart

Text Case Options <input type="radio"/> Convert to all CAPITAL LETTERS <input checked="" type="radio"/> No Conversion (as typed) <input type="radio"/> Please Select Your Case	Name <input type="text" value="Test 1"/>	Title <input type="text"/>
<input type="button" value="Apply to all"/>		
Fastener <input type="text" value="Locking Pin Only"/>	Quantity <input type="text" value="1"/>	
<input type="button" value="Apply to all"/>	<input type="button" value="Apply to all"/>	
Text Case Options <input type="radio"/> Convert to all CAPITAL LETTERS <input checked="" type="radio"/> No Conversion (as typed) <input type="radio"/> Please Select Your Case	Name <input type="text" value="Test 2"/>	Title <input type="text" value="Title 1"/>
Fastener <input type="text" value="Locking Pin Only"/>	Quantity <input type="text" value="1"/>	

6-D. Once added to your cart you can continue with checkout by **CLICKING ON THE CART ICON** at the top of page



Instructions for ordering your Montclair State name badge | 3

7. Before proceeding with checkout you will need to **REVIEW/PROOF** and **VERIFY** you have looked over spelling and badge options. To proceed, **CHECK THE BOX** at the bottom right-hand corner and select the orange **“CHECKOUT”** button.

7.

Your Shopping Cart Contents

Total Items: 1 Amount: \$4.15 [\[help \(?\)\]](#)

Qty.		Item Name	Total	
1		Montclair State University Standard Silver Name Badge - 3" x 1.25" Name: Joe Smith Title: Director Fastener: Locking Pin Only 	\$4.15	
			Subtotal: \$4.15	

I have reviewed this order for spelling, punctuation, and capitalization. I certify that I am authorized to use the logo(s) in my shopping cart. I acknowledge that any changes to my order after submission may include additional costs.

8. Checkout:

Step 1: Delivery Information: Check the shipping address. Add any order notes if needed. Select the shipping option. (Ground/Expedited)

Step 2: **USE YOUR DEPARTMENT'S P-CARD.** Enter card information. Check the billing address.

****See next page for important information about asking for a “proof” of your cards****

Step 3: Order Confirmation: You will see the badge details again. Check the information entered one last time before submitting your order. Please use the **SPECIAL INSTRUCTIONS BOX** on the shopping cart page if necessary.

Once you select the blue **“CONFIRM ORDER”** button you will receive an **ORDER NUMBER**.

You will **RECEIVE A CONFIRMATION EMAIL** that your order has been placed.

For Customer Service, please call 541-476-3166, ext.1

IMPORTANT INFORMATION ABOUT ASKING FOR A “PROOF” OF YOUR CARDS

25%

Step 1 of 3 - Delivery Information

Delivery Information: Shipping Method

Ship to Address

NiceBadge
Paige Browning
1710 Harbeck Road North
Grants Pass OR 97526
United States

Change Address

* Business Days are Monday through Friday, excluding all major holidays.
* Please note: Rush orders placed after 12 pm PT will ship on the next business day.

Please select the preferred shipping method to use on this order.

Store Pickup

Walk In \$0.00

48 States

Ground or USPS (receive in 6-9 business days): \$6.25
 3rd Day (receive in hand in 5 business days) Shipping + Rush Production: \$32.46
 2nd Day (receive in hand in 3 business days) Shipping + Rush Production: \$42.75
 Next Day (receive in hand next business day) Shipping + Rush Production: \$74.98
 Next Day AM (receive in hand AM of next business day) Shipping + Rush Production: \$110.22

Customer Account Shipping

Customer Fedex or UPS Account (enter your account number in the special instructions box) + Handling Fee \$7.50

Special Instructions or Order Comments

Continue to Step 2 - to choose your payment method.

Continue

SPECIAL INSTRUCTIONS BOX / PLEASE NOTE:

The more text that is entered can end up being more condensed to fit into the space allotted and cause the type to look “squished”. If you have more than 55 characters in your name, title or department’s name, **please ask for a “proof” in the Special Instructions or Order Comments box (it will be emailed to you) to confirm that your business card type is legible (not squished) before proceeding with production.** Once you receive the proof, either approve or reject (if you reject, please call Randi Rosh)