



Event Credentials Order Form

Credentials Quantity	Large (3" x 4")	Premium (3" x 5")	Jumbo (3.25" x 5.5")
100-249	\$1.35	\$1.51	\$1.65
250-499	\$1.15	\$1.31	\$1.45
500-999	\$1.05	\$1.21	\$1.35
1,000-3,000	\$0.95	\$1.11	\$1.25
Over 3,000	please call		

Attachments Quantity	Loop Straps	Elastic Cords	Woven Lanyards	Printed Lanyards
100-249	\$0.09	\$0.15	\$0.59	\$2.61
250-499	\$0.09	\$0.15	\$0.49	\$1.71
500-999	\$0.09	\$0.15	\$0.49	\$1.41
1,000-2,000	\$0.09	\$0.15	\$0.49	\$1.31
Over 2,000	please call		please call	

Loop Straps are 6" plastic in Clear, Blue or Red, suitable for attaching tags to bags (recommended for athletes).

Elastic Cords are black 30" knotted cords that can be worn around neck.

Woven Lanyards are 3/8" wide and available in Navy, Red, Yellow, Green or Black. J-Hooks are available for the colored lanyards and Bulldog clips for the black lanyards.

Printed Lanyards are 3/4" wide, 2 colors (including white) with your choice of fastener. Please circle **J-Hook** or **Bulldog**. Add one more color for \$100.00. This is a premium-quality printed lanyard.

Shipping & Handling

Time permitting, we ship UPS Ground. Please refer to the chart below. For tight deadlines, premium shipping is available at cost plus 10%.

Quantity	Credentials, Loops & Cords			Woven or Printed Lanyards
	Large	Premium	Jumbo	
100-249	\$15.00	\$18.00	\$23.00	\$16.00
250-499	\$17.00	\$20.00	\$25.00	\$18.00
500-1000	\$23.00	\$28.00	\$35.00	\$28.00
Each addit. 100	\$2.30	\$2.80	\$3.50	\$2.80

Our Guarantee. If you are not completely satisfied with your order you may return all of the product ordered for a full refund.

Ordering Information

Date Needed _____ Your Name _____

Event/Company/Team/Club/School Name _____

Shipping Address _____

City _____ State _____ Zip _____

Day Phone (with area code) _____ Alternate/Cell Phone (with area code) _____

Email (REQUIRED — proofs are sent as Adobe Acrobat PDFs.) _____

PRODUCTS				
CREDENTIALS				
Description (i.e. "Athlete/Blue")	Size	Quantity	Price	Amount
<i>Total Credentials</i>				
ATTACHMENTS				
Description	Quantity	Price	Amount	
Each additional color, printed lanyards		100.00		
<i>Total Attachments</i>				
SUBTOTAL Credentials & Attachments				
IL Residents add 5% State Sales Tax				
① TOTAL Credentials & Attachments				
SERVICES				
Description	Quantity	Price	Amount	
Art • Setup, Design, Digital Proofs & Storage				
1 Unique Badge		60.00		
Up to 5 Unique Badges		100.00		
Each Additional Unique Badge		15.00		
Each Unique Printed Lanyard Setup		15.00		
Data Services				
Data Base Setup & Management		25.00		
Variable Data Printing		0.10		
Variable Photo Printing (incl. data)		0.75		
Rush Order Processing (standard turnaround is 11-15 business days)				
Rush (6-10 Bus. Days)		50.00		
Urgent (3-5 Bus. Days)		100.00		
② TOTAL Services				
SHIPPING & HANDLING				
Credential Badges (including straps and cords)				
Woven Lanyards				
③ TOTAL Shipping & Handling				
GRAND TOTAL				
ADD Total of ① ② and ③ here				

Check Enclosed (Please make payable to Bag Tags, Inc.)

Credit Card Order: Visa MasterCard

Credit Card # _____

Name on Card _____

Billing Address _____

Signature _____

Expiration Date _____ Security Code _____

Fax, email or mail to:

Bag Tags, Inc. • 1109 Washington St. • Evanston, IL 60202
 Phone: 847/424-1900 • Fax: 847/905-1592
 Email: please_help@bagtagsinc.com • Web: bagtagsinc.com



Event Credential Order Form

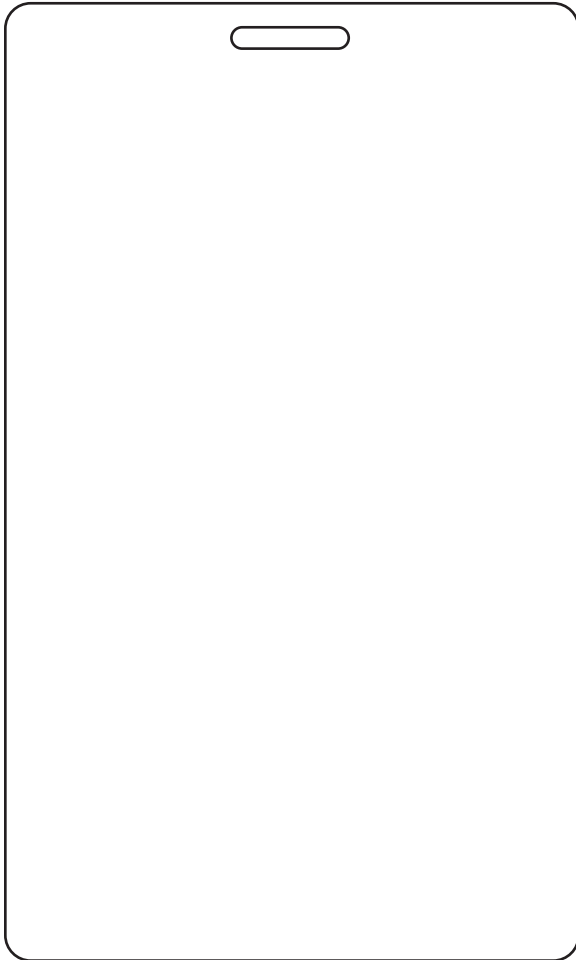
Now show us what you'd you like on your tags.

Please draw a rough sketch or list what you would like included on the FRONT of your tag and on the BACK of your tag. It doesn't need to be pretty, it just needs to show or tell us what must be included.

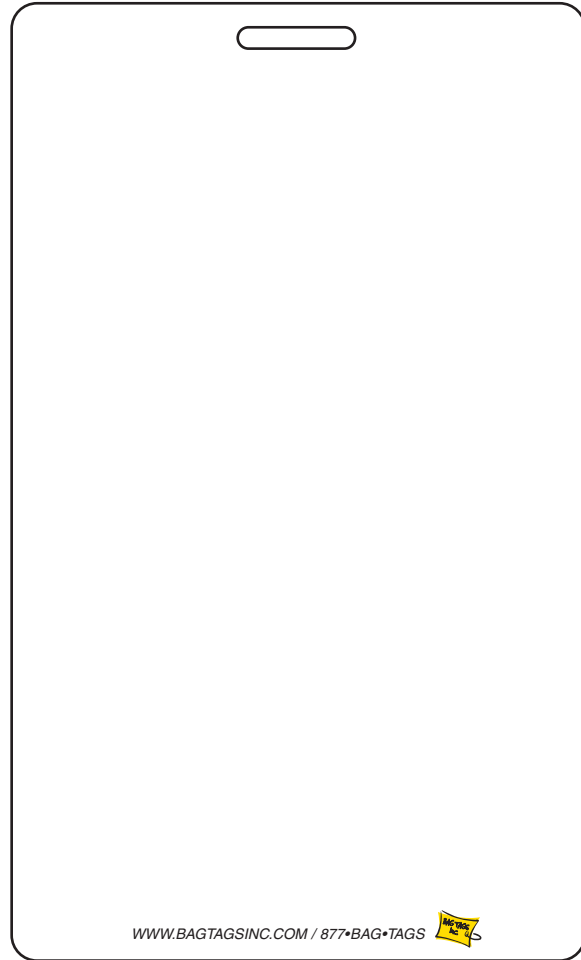
Below the tag diagrams we've listed some of the things we put on the front and the back of event credentials.

Want more ideas? Look at our tag gallery at <http://www.bagtagsinc.com/featured.html>

FRONT



BACK (printed at no additional charge)



What goes on the FRONT of a credential?

- Name of the event
- Event logo (please send a vector-based Adobe Illustrator file)
- Event dates
- Event location
- Event sponsor/s
- Group category (security category): VIP, Athlete, Coach, Official, Volunteer, Staff, etc. These items can be color-coded.
- Personalization: Participant name, title, team, photo, etc.
- Sequential numbering or bar codes.
- School, club or organization colors (provide PMS or CMYK)

What goes on the BACK of a credential?

- Event schedule
- Access information (If this is a volunteer credential, where are volunteers allowed to go?)
- Event sponsors
- Rules and regulations
- Future events
- Contact list with phone numbers
- Sequential numbering or bar codes.
- Event map or floor plan
- Any other logistic or promotional info

Email files to your Bag Tags, Inc. sales representative

- Graphics taken from web sites generally **are not** suitable for reproduction
- Logos should be in vector-based Adobe Illustrator or PDF format
- Photos should be in 300 dpi jpeg or tiff format (300 dpi at final size)
- Order of events or schedules for the back of the tag should be in Microsoft Word or Microsoft Excel
- Data files (personalizations and other variable data imprinting info) should be in Microsoft Excel