

## SIMPLE AS 1-2-3



Badge Warehouse is an online release program that helps facilitate the ongoing need for name badge orders in small quantities as needed, with the benefit of receiving the larger quantity pricing.

Name badges and attachment options are ordered in bulk up front on a single order. A release fee is paid on initial order up front (along with the price of the badge) that covers the cost of all the future shipments. We then produce all the badges ordered with everything but the personalization, and store them here in our Beacon's Badge Warehouse for future shipping.

Next, Beacon will set-up a website that allows you to log in with your unique program number and password to administer your badge orders. From within this site, you can order your badges in any quantity you would like, view current inventory levels, view past names and releases, and even run activity reports. When a badge is ordered, we simply pull your pre-made badge from inventory, personalize it with the name entered, and ship it out to any domestic address you enter. Most styles of badges ship within 2 - 3 business days, add 2 days for doming.

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That's it! No phone calls, faxing or emailing of names, credit card processing, minimum release quantities, or shipping fees. Everything is accounted for and controlled from within your customized Badge Warehouse program.

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Which badges can I place in a release program?

**Answer:** All Plastic, Metal and Laminated badges can be used in a Badge Warehouse program. Reusable badges are not eligible for Badge Warehouse.

How many pieces do I need to put into the program to start?

**Answer:** The minimum order quantity is the amount required to start a Badge Warehouse program. On most styles that number is twenty-five pieces, and on our most popular styles, it is only ten pieces.

Can you track different office or branch orders for internal accounting and invoicing purposes?

**Answer:** We have built a special Badge Warehouse Pro program especially for these clients that allow for a central inventory of badges. We assign each location a separate password to be able to track individual location/branch usages. Reports are available to download anytime and will show all activity and which branch or location ordered how many and when.