



whitepapers  
by Beacon®

# Badge Warehouse

## 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.





### Why do I need to prepay for inventory?

**Answer:** As with any product, it is much cheaper to produce badges in larger quantities. Prepaying for future inventory allows us to create all of your badge shells at one time, while passing on the larger quantity discounts to you. Without prepaying for a program, setting up and producing the badges one at a time and billing for them individually would make each name badge very expensive.

### Is the release fee pre-paid as well? What is this charge for?

**Answer:** Yes, the \$3.30 (G) per badge release fee is also pre-paid. First, it covers the cost of the website and all of its administrative tools and up keep. Second, it covers the extra cost of personalizing your badges one at a time as needed. Lastly, it covers the cost of all future shipping. This means you will not pay \$5 – \$10 shipping charges on each release. You can simply order, drop ship wherever you would like, and pay nothing more.

### How do the badges ship?

**Answer:** We ship all releases by USPS. In cases where you may be in a rush or need shipping expedited, we allow you to select FedEx or UPS shipping methods with your shipping account number.

### What if I never receive my order through the mail?

**Answer:** Although this is a rare occurrence, if a badge is lost in the mail, we will replace it at no charge upon request after 10 working days from the ship date.

### Do I have to use the badges within a certain time frame?

**Answer:** No. While many programs require you to use all your inventory within a certain time period, our release program has no expiration. However, there needs to be at least one release on the account within any twelve month period.

### How many lines of personalization can I enter on my program?

**Answer:** It depends on how many lines your name badge is set-up to accommodate. While most programs have 1 – 3 lines of variable data, we can support up to nine.

### Can you select different attachments for the back of the badges? I have some employees that prefer magnets and others that prefer clips.

**Answer:** Not a problem. Each program can have up to three separate attachment options, and each option is individually tracked to give you current inventory levels.

## SIMPLE AS 1-2-3



Can Photo ID Badges be placed in a release program?

**Answer:** Yes. We can set-up a program that allows for the addition of a photograph to be uploaded along with personalization through your program. It has never been easier to order Photo ID Badges one at a time.

What if we have a large number of badges to release at one time? Do we have to key in each name inside the program?

**Answer:** For larger releases, we have an excel template available inside our Badge Warehouse website that will allow you to upload all personalization at one time without the need to key them all in separately.

What happens when inventory runs out?

**Answer:** You can simply replenish your same program with additional badges. Your Beacon representative will help facilitate another bulk order to place in your existing program. We would then create your next batch of badges, and update your inventory.

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We look forward to helping you set-up a Badge Warehouse name badge program in the near future! If you have any additional questions please call 800-628-9979.

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Get what you need, **When you need it.**  
**ORDER AS FEW AS ONE BADGE AT A TIME!**

With our hassle-free storage and delivery system, you can order the badges you need today and tomorrow!

### 1 order

- Order extra badges for the future and take advantage of quantity discounts.
- We will store your inventory in the Badge Warehouse and create an online account for your personal access.
- Pre-paid inventory programs save you the hassle of multiple purchase orders or keeping track of inventory on paper.

### 2 log-on & release

- Our virtual warehouse is always open for you to place an order, check past orders and confirm.
- You can release badges from your online account to be sent directly to the location specified in your original order or to a new location on the fly.
- **Order as few as one badge at a time!**

### 3 receive

- Most styles of badges ship within 2-3 business days, add 2 days for doming.
- We guarantee delivery with no hassle. Badges are replaced at no cost if not received within 10 business days of shipment.
- When inventory is released, you'll receive an automatic email with shipment information - no more follow-up phone calls for status!