

HOW DOES IT WORK?



What if I have a lot of badges to release at a time? How do we go about organizing all of this information to get it to you?

Answer: We can provide a spreadsheet you can use for bulk releases. You simply copy and paste the personalization desired into the sheet and note the file name of the corresponding picture file in the given column. The picture files can then be emailed along with the spreadsheet.

Variable Data Import Wizard														
1) Add your data in the same case that you wish to have your information displayed on your item														
2) Complete only the columns that appear on your products (some columns may remain empty)														
Line 1	Line 2	Line 3			OFFICE USE ONLY	Magnetic Strip Track One Data			Magnetic Strip Track Two Data					
First Name	Title	Location	Bar Code	Photo Name	DATE	ENC1	ENC2	ENC3	DATE	ENC1	ENC2	ENC3	DATE	ENC1
Dave Harrell	Board Member	Dallas, TX		Dave Harrell										
Wendi Warren	Board Member	Dallas, TX		Wendi Warren										
Tammye Whitaker	Board Member	Dallas, TX		Tammye Whitaker										
Terresia Williams	Board Member	Dallas, TX		Terresia Williams										
Ann Bridges-Wright	Board Member	Dallas, TX		Ann Bridges-Wright										
Dana Jones	Board Member	Dallas, TX		Dana Jones										
Robert Huttchson	Board Member	Dallas, TX		Robert Huttchson										
Hettie Lee Richerson	Board Member	Dallas, TX		Hettie Lee Richerson										
Scotty Ricketts	Board Member	Dallas, TX		Scotty Ricketts										
Ruthie Farmer	Board Member	Dallas, TX		Ruthie Farmer										
Matthew Whitaker	Board Member	Dallas, TX		Matthew Whitaker										
Jane E. Hay	Board Member	Dallas, TX		Jane E. Hay										
Deanna Wood	Board Member	Dallas, TX		Deanna Wood										
David Liddle	Board Member	Dallas, TX		David Liddle										
Mike Johnson	Board Member	Dallas, TX		Mike Johnson										
Pam Dunford	Board Member	Dallas, TX		Pam Dunford										
Tonyia Watson	Executive Board	Dallas, TX		Tonyia Watson										
Gary Whitaker	Executive Board	Dallas, TX		Gary Whitaker										
Tamara Lampsa	Executive Board	Dallas, TX		Tamara Lampsa										

Can I order badges one at a time?

Answer: Yes. Badge Warehouse allows you to order extra badges for future needs and take advantage of quantity discounts. Your client would order an inventory of badges through you that we would place into a Badge Warehouse program. We would set up a website (free of charge) that includes all of your information as the distributor. Your client could then administer their own program. They simply log in, type in the name (and titles if needed), upload the photo, and submit the order. We drop ship their badge to any address they request within 2 – 3 business days. When their inventory is depleted, they simply place a reorder through you to restock their program. We even send YOU an email when their program is running low to remind you it's time to check with your client for a reorder!

There is a release fee per badge that is paid up front. This covers the cost of printing them one at a time, the cost of the website and all of its administrative tools (including tracking, reporting, or viewing previous orders), and also covers the cost of all future USPS shipping. When they log in and release a badge, nothing needs to be billed or invoiced.

BADGES: 118

LINE OF TEXT: 287

MAGNET: 119

PINBACK: 227

BUILDUP CLIP: 236

ADD BADGETO RELEASE ORDER

Upload Your Spreadsheet of Names

NOTE: Personalizations will appear exactly as submitted.

Upload Image:

(will be resized - 200x200)

Line 1:


First and Last Name

Add 1 of this name to release order.

Attachment:
☒ Magnet
☐ Pinback
☐ Bulldog Clip

CURRENT BADGE RELEASE ORDER

You have 1 badge slated for release. Please review the details below.



Tommy Lynn
Attachment: Magnet

[Remove this name](#)