



# BADGE FRAME, INC.

Only the best is good enough!

## CHECK LIST

Sender's Name: \_\_\_\_\_

Due Date: \_\_\_\_\_

Agency: \_\_\_\_\_

Ship To Address: \_\_\_\_\_

Is this address residential?  Yes  No

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

## INFORMATION ON THE RECIPIENT OF THE FINAL PRODUCT

This may be you or another person.

Name: \_\_\_\_\_

Rank: \_\_\_\_\_

Agency: \_\_\_\_\_

Appointed Date: \_\_\_\_\_

Retired Date: \_\_\_\_\_

Other plaque information: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

## TIPS

- Pack your items so that they do not scratch each other during transit.  
We strongly recommend using UPS or FedEx as your shipping choice instead of USPS.
- Incorporating photos or ID cards is a great way to further personalize your project.  
Include these in your package or email photos to [customerservice@badgeframe.com](mailto:customerservice@badgeframe.com)  
On the subject line, include your name and approximate time line as to when we will be receiving your package.

Thank you for choosing us to create your masterpiece!

We are looking forward to working with you!

## SHIP TO

Badge Frame

Attn: Shelley Baxter

118 West Main St.

Camden, Tennessee 38320

[badgeframe.com](http://badgeframe.com)  
   @badgeframe

## Due Dates:

To increase the likelihood of having your project completed by when you need it, please plan to have your order placed five weeks in advance of your due date.