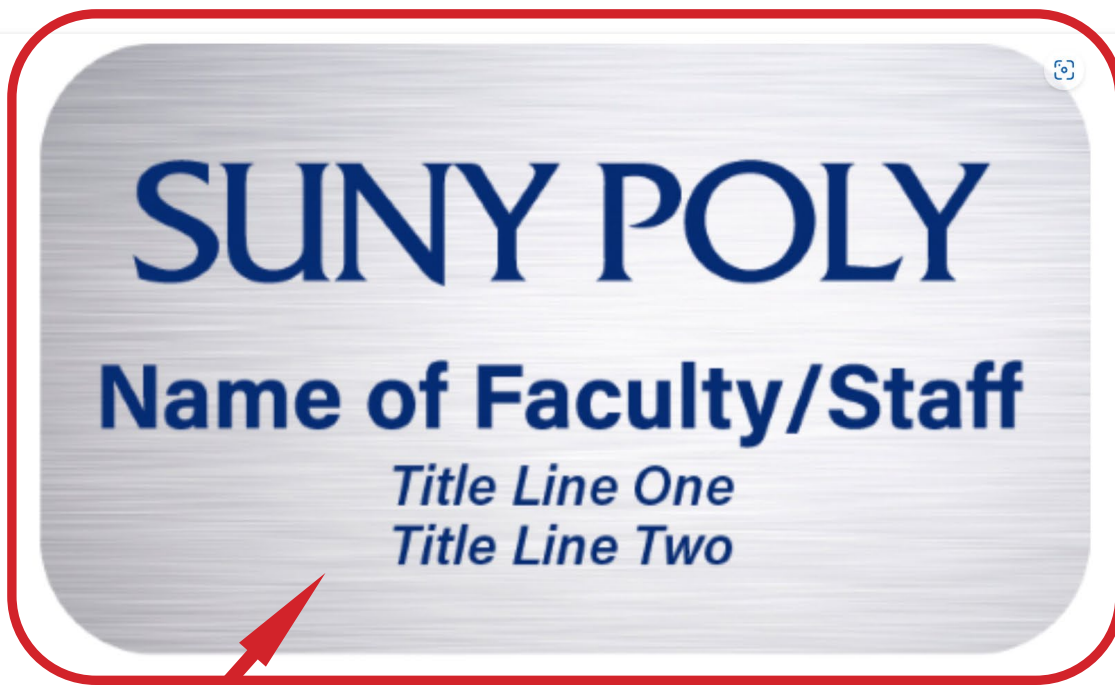




 **Name Badge**

A&P Master Images - In House | SUNYPOLYNB_16659660

\$20.00

**Once you arrive at the name tag order page.
Click on name tag to get started.**

NAVIGATION

[Home](#)
[Product Catalog](#)

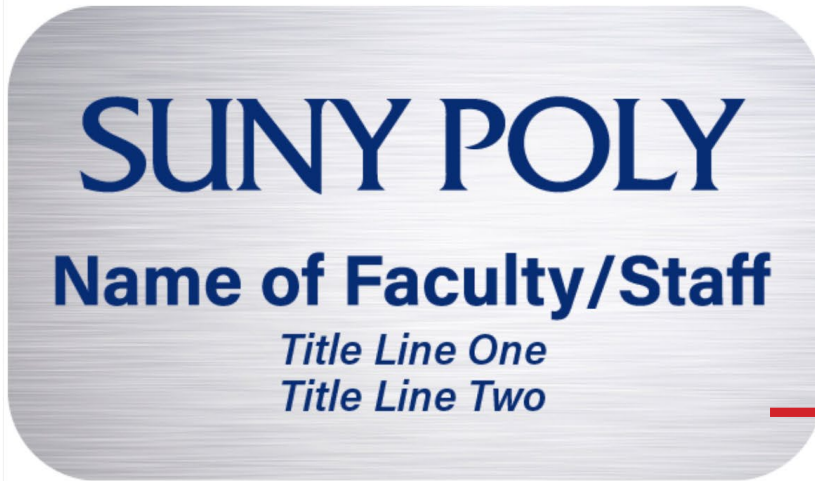
ACCOUNT

[Sign In](#)
[Create Account](#)
[Forgot Password](#)

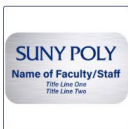
CONTACT US

 205 WATER ST
UTICA, NY 13502-3101
 315-793-1934
 apotter@masteryourimage.com

10% discount on orders of three or more name tags!



**Add name
and up to two
title lines.**



**You can use the
"Title Line Two" for a
second title or to split an
extra long title.**

Name Badge

A&P Master Images - In House | SUNYPOLYNB_16659660

\$20.00 / each

**Color and size are not
customizable.**

Color

☐ Brushed Aluminum ▼

Size

3 x 1.75 ▼

Name *

John Smith

Please type your name exactly as you would like it to appear on your name badge. 10/28

Title Line One *

Associate Director of an Office

Type your title exactly as you would like it to appear on the name badge. 31/40

Title Line Two

Chief Officer of the College

If the first line of the title you are entering is more than 40 characters please use this second field for the additional text. 28/40

Quantity

1 ▼

ADD TO CART

Name Badge

A&P Master Images - In House |
SUNYPOLYNB_16659660

Color: Brushed Aluminum

Sizes: 3 x 1.75 (1)

Name: John Smith

Title Line One: Associate
Director of an
Office

Title Line Two: Chief Officer of
the College



**The example to the left shows
name and title information that you
submitted and will appear on some
pages as you move through the
ordering portal.**

**Even though it looks like there are
multiple lines of text, all lines will
be displayed, on the name tag, as
you submitted above.**

**See fictitious submitted text above and
the mocked up name tag above left.**

Name Badge

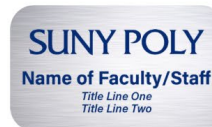
A&P Master Images - In House | SUNYPOLYNB_16659660

\$20.00 / each

Color

Size

✓ 1 items added to cart



Name Badge

A&P Master Images - In House |

SUNYPOLYNB_16659660

Brushed Aluminum

Sizes: 3 x 1.75 (1)

Name: John Smith

Title Line One: Associate Director of
an Office

Title Line Two: Chief Officer of the
College

Qty: 1

\$20.00

Your Cart: 2 items

Subtotal \$40.00

Tax and shipping calculated during
checkout.

[VIEW CART](#)

[CONTINUE SHOPPING](#)

Once you reach this box you can hit **"View Cart"** to proceed to payment or hit **"Continue Shopping"** to make another name tag.

As mentioned on the previous page, even though it appears that there are multiple lines, **"Title Line One:"** is on one line and **"Title Line Two:"** is also on one line, when the name tag is printed.

Quantity

[ADD TO CART](#)

DESCRIPTION

Brushed aluminum name badge with magnetic fastener

Shopping Cart

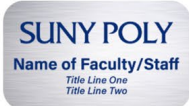
 [Clear Shopping Cart](#)

Name Badge

A&P Master Images - In House |
SUNYPOLYNB_16659660

1 item / \$20.00

 \$20.00 each



Color: Brushed Aluminum
 Sizes: 3 x 1.75(1)
 Name: John Smith
 Title Line One: Associate Director of an Office
 Title Line Two: Chief Officer of the College

[Edit Size/Qty](#)
[Remove Item](#)

Notice the name tag information is here again.

It's another chance for you to see if your information you submitted is correct.



The **"Edit Size/Qty"** button is another place where you cannot change the size of the name tag, it wasn't possible for us to customize the form text in the button or take the button out.

Clicking the button will let you edit the name tag information you typed in, if you need to change it.

It will also let you ***change the quantity*** of that name tag, in case you need to purchase more than one ***of the same name tag.***

Order Item Count	1
Item Subtotal	\$20.00
Shipping and Handling	\$3.91

Subtotal	\$23.91
Tax	TAX EXEMPT \$0.00

Estimated Total USD **\$23.91**

[PROCEED TO SECURE CHECKOUT](#)

[CONTACT US](#)

1. Order Details

First Name

John

Last Name

Smith

Email Address

Your order confirmation will be emailed to this address

johnsmith@sunypoly.edu

Already have an account? [Log In](#)

****DID YOU DOUBLE CHECK THE SPELLING ON YOUR NAME BADGE(S)****

ONCE YOU SUBMIT YOUR ORDER ALL SALES ARE FINAL.

Yes, I double checked spelling.

Select Option

Yes, I double checked spelling.

STOP: Please hit the back button to check and edit spelling.

2. Delivery

3. Payment

4. Cart Summary

Order Summary

[Edit Cart](#)

Order Item Count	1
Item Subtotal	\$20.00
Shipping and Handling	\$3.91
Tax	TAX EXEMPT \$0.00

[APPLY GIFT CARD OR DISCOUNT CODE](#)

Order Total

USD **\$23.91**

Secure Checkout

Your information is safe and secure

[Secure Checkout Policy](#)

After filling out your name and email (above left), notice the **bolded text** asking if you **double checked your spelling**. You can simply click the back button and proof the name tag information again or select **"Yes, I double checked spelling."**

You will not be able to continue until you choose the **"Yes"** option.

1. Order Details

[Change](#)

Name John Smith
Email Address johnsmith@sunypoly.edu
****DID YOU DOUBLE
CHECK THE SPELLING
ON YOUR NAME
BADGE(S)**** Yes, I double checked spelling.

2. Delivery

Select how you would like your order delivered.



Pick Up My Order



Ship My Order



Ship to
John Smith, 100 Seymour Road, UTICA, NY 13502
[Change](#)

- ☒ USPS - First Class Mail \$3.91
- ☐ USPS - Priority Mail \$6.54

CONTINUE

3. Payment

4. Cart Summary

Order Summary

[Edit Cart](#)

Order Item Count	1
Item Subtotal	\$20.00
Shipping and Handling	\$3.91
Tax	TAX EXEMPT \$0.00

[APPLY GIFT CARD OR DISCOUNT CODE](#)

Order Total

USD **\$23.91**



Secure Checkout

Your information is safe and secure

[Secure Checkout Policy](#)

Select **"Delivery"** and fill out your name and the university's address. Your name tag will be delivered to **Receiving** in the **Facilities building**. Then it will be delivered to your office via your name.

1. Order Details

[Change](#)

Name John Smith
Email Address johnsmith@sunypoly.edu
**DID YOU DOUBLE
CHECK THE SPELLING
ON YOUR NAME
BADGE(S)** Yes, I double checked spelling.

2. Delivery

[Change](#)

Ship to
John Smith, 100 Seymour Road, UTICA, NY 13502
(315) 555-555

Method
USPS - First Class Mail

3. Payment

Select how you would like to pay for your order.

Option 1 ☐ Debit / Credit Card 

Option 2 ☒ Purchase Order 

PO Number

pcardrequest

[Add Attachment](#) Optional

CONTINUE

4. Cart Summary

Order Summary

[Edit Cart](#)

Order Item Count	1
Item Subtotal	\$20.00
Shipping and Handling	\$3.91
Tax	TAX EXEMPT \$0.00

[APPLY GIFT CARD OR DISCOUNT CODE](#)

Order Total

USD **\$23.91**

Secure Checkout

Your information is safe and secure

There are two options for payment.**Option 1:**

Click **"Debit/Credit card"**

fill out your p-card information and click **Continue**. A **Purchase Requisition** should be completed and retained with the **A&P email receipt** to submit to Procurement with your monthly p-card certification packet.

OR**Option 2:**

Click **"Purchase Order"**

and type in the code phrase **"pcardrequest"** in the **"PO Number"** box. This will notify A&P Master Images that they need to contact Briana Ford in the Procurement Office to pay with Procurement's p-card.

You need to submit a **Purchase Requisition** with accompanying printout of your **A&P email receipt** once the order is placed.

1. Order Details

[Change](#)

Name John Smith
Email Address johnsmith@sunypoly.edu
**DID YOU DOUBLE
CHECK THE SPELLING
ON YOUR NAME
BADGE(S)** Yes, I double checked spelling.

2. Delivery

[Change](#)

Ship to
John Smith, 100 Seymour Road, UTICA, NY 13502
(315) 555-5555

Method
USPS - First Class Mail

3. Payment

[Change](#)

Payment Method

Purchase Order
pcardrequest

Payment Amount

Order Total	\$23.91
Payment Total	USD \$0.00

If everything looks
good you can go ahead
and **"Place order."**

4. Cart Summary

[Edit Cart](#)

Name Badge

A&P Master Images - In House |
SUNYPOLYNB_16659660

1 item / \$20.00

(\$20.00 each)

Color: Brushed Aluminum
Sizes: 3 x 1.75 (1)
Name: John Smith
Title Line One: Associate
Director of an
Office
Title Line Two: Chief Officer of
the College

**Last chance to
review the name tag
information before you
click "Place order."**

Payment Total USD \$0.00
By placing this order you agree to our [terms of use](#)

PLACE ORDER

Order Summary

[Edit Cart](#)

Order Item Count	1
Item Subtotal	\$20.00
Shipping and Handling	\$3.91
Tax	TAX EXEMPT \$0.00

[APPLY GIFT CARD OR DISCOUNT CODE](#)

Order Total USD \$23.91

Payment Total USD \$0.00



Your information is safe and secure

[Secure Checkout Policy](#)