



# Badge Order Form

Badge Name (Print Clearly): \_\_\_\_\_

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

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

Number of badges: \_\_\_\_\_

**Instructions:**

- Complete this form.
- Turn in form and payment of **\$8** per badge to Office Manager. Cash or check (payable to BCMG).
- Orders are placed only twice-a-year. Office will notify you by email when the badge comes. Badges will be held at the office for you to pick up.
- If a temporary badge is needed, the Office Manager will print you a paper badge to be used until the new badge comes in. ***Payment must be made before a temporary badge is printed.***

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**FOR OFFICE USE ONLY**

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

Cash Amount: \_\_\_\_\_

or

Check Amount: \_\_\_\_\_ Check #: \_\_\_\_\_

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Date Badge Ordered: \_\_\_\_\_

Date MG was notified of badge arrival: \_\_\_\_\_

Badge picked up by: \_\_\_\_\_ Date: \_\_\_\_\_