

Wildcard Office Custom Badge Request Form

Auxiliary Services

The Wildcard Office can create custom 2 1/8" x 3 3/8" plastic badges/ID cards for your school/department for \$4 each (\$9 for Indala contactless card). Badge holders, fasteners, and lanyards are also available for an additional \$1/set. Please allow a minimum of 2 weeks notice for large projects.

REQUESTER INFORMATION

Request Date: _____ Project Due Date: _____

Requester Name: _____ NU ID Number: _____

Department: _____

Phone: _____ Email: _____

Chart String: _____

Badges are \$4 each (\$9 for Indala contactless card). Badge holders, fasteners, and lanyards are \$1 per set.

Authorizing Signature: _____

Note: Submission from the Requester's primary Northwestern email account will satisfy the signature requirement.

PROJECT INFORMATION

Badge Description: _____

Badge Quantity: _____

Do you need a custom hole punch on each badge? Yes No

Do you need badge holders/fastener sets? Yes No

Badge Holder/Fastener/Lanyard Options (\$1/set) – Choose one and select any applicable options below it:

Plastic sleeve

Magnet fastener

Lanyards for custom hole punched badges

with clips

with lanyards

Delivery Address: _____

ARTWORK SUBMISSION

You may submit your artwork/logo as a .jpg, .tif, or .png file. We accept camera-ready artwork, or we can create a card layout for you for your approval. If you would like the Wildcard Office to design your badge, please indicate where you would like any names, photos, and logos on the card. Submit your artwork/files to wildcard@northwestern.edu.

**Wildcard Office
Auxiliary Services**
wildcard@northwestern.edu
northwestern.edu/wildcard

Evanston Wildcard Office:
Norris University Center
1999 Campus Drive
tel: 847.467.6843

Chicago Wildcard Office:
710 N. Lake Shore Drive
Abbott Hall Rm. 100
tel: 312.503.0548

Northwestern