

Personalised Badges Order Form



Name Membership number

Unit/District/Division/County

Trading Service account number/volunteer shop/private (if known)

Invoice address

Delivery address

Daytime telephone number

Email address

Badge requirements

Please ensure you have read the information about personalised badges on the Girlguiding website before submitting your requirements:-

[Create badges and merchandise | Girlguiding](#)

Badges should have three elements on them:-

- The section or masterbrand trefoil
- Your unit or area name
- The name of your event or challenge

Please fill in your requirements below and provide a picture of your design (digital or hand-drawn).

Shape	Badge measurement (mm) (standard size is 70mm)	Number of colours required (7 is the preferred maximum to ensure clarity of image)	Quantity Required (minimum quantity 100)
Circular			
Square			
Other (please specify)			

Are these badges required for a specific date? If yes state when

Please note you cannot cancel anything made to your specifications or personalised unless they are faulty. If changes are needed to your design this will result in a delay. Badge production normally takes approximately 5-6 weeks from the date that the badge design is approved and payment details provided for a an order.

I understand that my submitted design will be checked against branding guidelines, Girlguiding will then provide a design mock up for agreement. Upon notification that the mock up is acceptable, payment will be required of me so that my order can be processed.

Signed Date

(Electronic signature is acceptable)

Send completed form to: **Sales, Girlguiding trading, Atlantic Street, Broadheath, Altrincham, Cheshire WA14 5EQ**

Or email to: **bespoke@girlguiding.org.uk**