

DOC-1301									
	A	B	C	D	E	F	G	H	
1	Step 1	In the first row, enter a description of the data you wish to appear on your badge (i.e. First Name, Last Name, City, Prov etc.)							
2	Step 2	In the second and subsequent rows, enter the data you want to appear on the badge							
3	Note 1	Enter first name and last name in separate columns IF we are alphabetizing by last name							
4	Note 2	Enter data EXACTLY as you want your name badge to read (i.e. all upper case -or- upper and lower case)							
5									
6	Example								
7	First Name	Last Name	Title	Company	City	Province			
8	Roger	Smithson	Vice President	Smart Design	Hamilton	ON			
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10	Enter your descriptions and data here								
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