Dear TRT,

TRT’s working through the Tea Tree Gully TRT Booking Scheme are requested to have their own name badge which they will use at every school they are working in.

You can order your badge through us by simply filling in the order form.

The cost of the badge is $6.60 (GST inclusive) with pin only OR $8.80 (GST inclusive) magnetic, which will cover the cost of the badge, setting up costs and processing costs.

Money must accompany the order and we request a self addressed, $1.20 stamped envelope so we can post your badge to you when it is produced. Please do not send cash in the post.

The badge will include the DECS logo, the wording “Department Education and Children’s Services” and your name.

If you are applying for a name badge separately to lodging an application to go on the scheme, please send a copy of your authority to teach with this form for identification purposes. The authority to teach will be returned along with the badge. Please do not send cash in the post.

Yours sincerely,
David Cowles

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NAME BADGE ORDER FORM

☐ I WISH TO ORDER A PIN NAME BADGE. ($6.60 plus P & H)
☐ I WISH TO ORDER A MAGNETIC NAME BADGE. ($8.80 plus P & H)

THE NAME TO APPEAR ON THE BADGE IS

……………………………………………………………………………………………………………………………………

(PLEASE clearly print in upper case)

☐ I HAVE INCLUDED $6.60 (GST incl) AND A $1.20 STAMPED, SELF ADDRESSED ENVELOPE
☐ I HAVE INCLUDED $8.80 (GST incl) AND A $1.20 STAMPED, SELF ADDRESSED ENVELOPE

Signature:………………………………………………..

Contact Phone Number:......................

Address:…………………………………………………………………

PostCode……………………

K:SECRETAR;TRT;Name badge