- 1. Print this page at full size (actual size or 100%...not fit to page)
- 2. Place your badge in the center of the square
- 3. Trace a complete outline of your badge within the square
- 4. When badge tracing is complete, use a scanner to scan this complete page
- 5. Save the document as a PDF file

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6. eMail the scanned document to sales@nationaldutysupply.com

