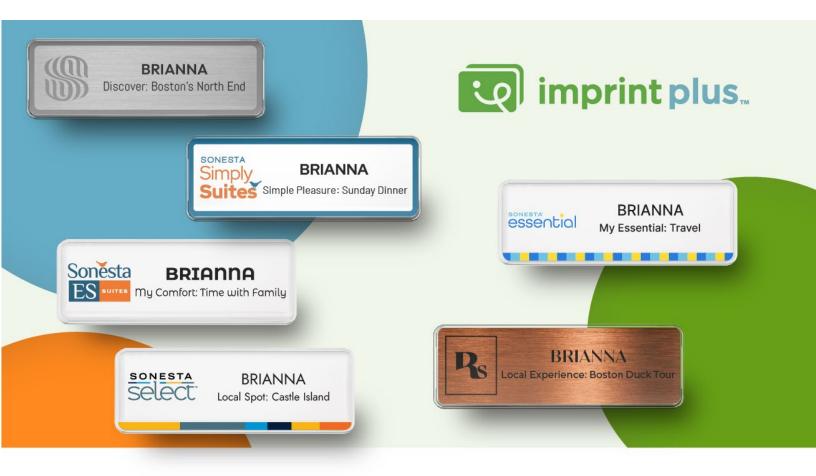


Reusable and Sustainable Name Badge Program

for your Sonesta branded hotels



Included in your guide:

Section 1: Introduction to The Mighty Badge

Section 2: Your brand standards guaranteed

Section 3: Product information

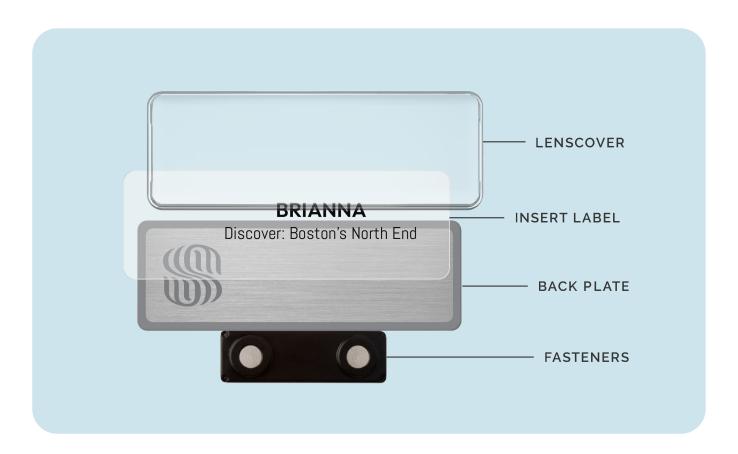
Section 4: Online access to your NPG Cloud software

Section 5: Order information



SECTION 1:

Introduction to your Reusable Name Badge System



Imprint Plus and Sonesta have worked together to offer a versatile, cost saving, and on-site name badge solution for you. Our professional, sustainable, reusable, and innovative name badges make your staff standout.

How does the name badge work?

Four easy pieces:

- 1. Elegant domed Lenscover
- 2. Clear non- adhesive insert label where you print your name, title etc.
- 3. Back plate with brand logo printed
- 4. Complete with either one of our signature magnetic or black pin fasteners

All this ties in with our NPG Cloud personalization software, that aligns your printer and allows you to input names, titles, pillars and print to your insert.



SECTION 2:

Your brand standards guaranteed

Your name badge design has been approved by your Sonesta management team. Brand compliance is guaranteed.

Each brand has its own mandated name badge design.

There are six Sonesta brands and each brand is represented in your NPG Cloud software for printing names, titles and brand pillars, depending on your needs:



There are two types of approved Name Badge Templates:

Sonesta Employee – 2 lines of text



Sonesta Management – 3 lines of text





SECTION 3:

Product Information

BADGE COMPONENTS - for each completed badge you will need:

One badge plate 1" x 3" with brand logo printed



Fasteners: pin or magnet



Black pin

One domed removable **Lenscover**







Premium magnet

PRINTING SUPPLIES

Insert Sheet, letter size, non-adhesive 20 individual labels/ per letter size sheet



LASER PRINTERS:

1 Pack of clear peel off Insert Sheet (5 sheets/pack - 100 inserts)

INKJET PRINTERS:

1 Pack of clear peel off Insert Sheet (5 sheets/pack - 100 inserts)



Product Information continued

For ease of ordering, badges are available in kits that include everything you need.

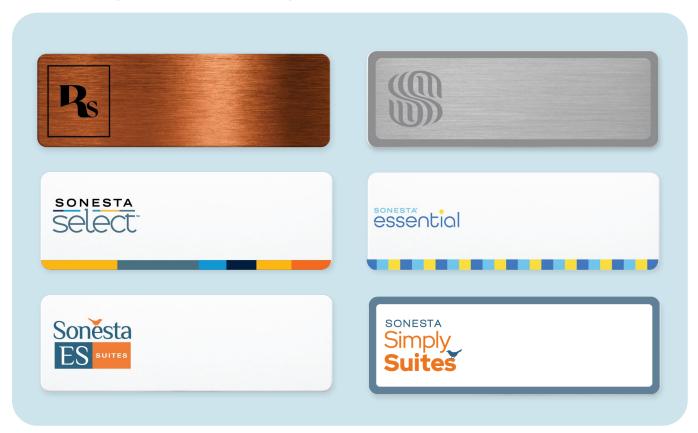
Starter Kit contains:

- ➤ Metal plates 1" x 3" with brand logo printed
- Clear protective Lenscovers
- ➤ Black pin fasteners
- > Premium magnet fasteners
- > 5 clear peel off Insert Sheets (Laser or Inkjet)
- ➤ 1 NPG Cloud Software Activation

Refill Kit contains:

- Metal plates 1" x 3" with brand logo printed
- Clear protective Lenscovers
- ➢ Black pin fasteners
- > Premium magnet fasteners
- > 5 clear peel off Insert Sheets (Laser or Inkjet)

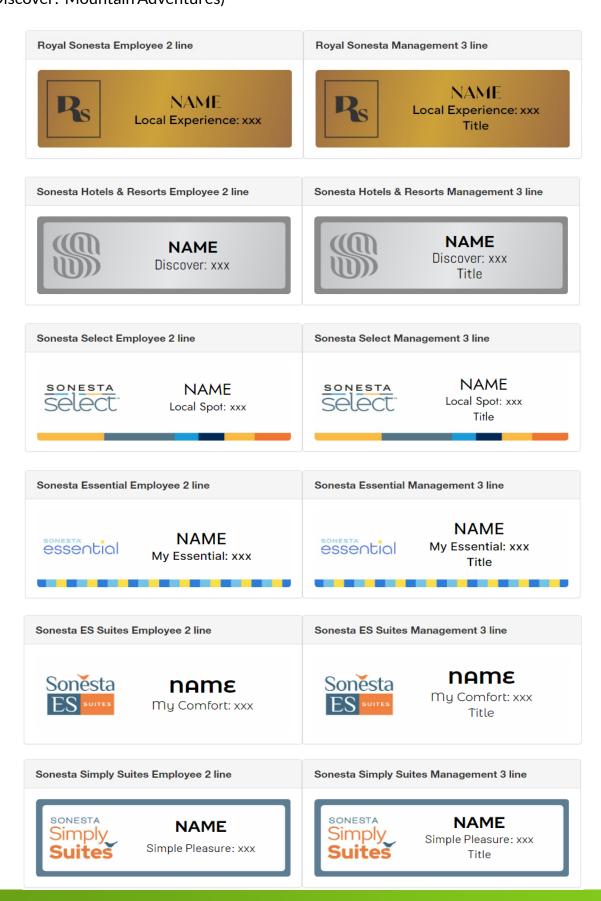
Sonesta badge plates with brand logos printed:



Through our NPG Cloud software, you can conveniently create professional name badges for new hires, seasonal staff and management!

Sonesta NPG Cloud Templates

Each brand has two types of templates. Users must type the name, title and entire brand pillar exactly as stated on the templates shown for each specified brand. (e.g., Discover: Mountain Adventures)





SECTION 4:

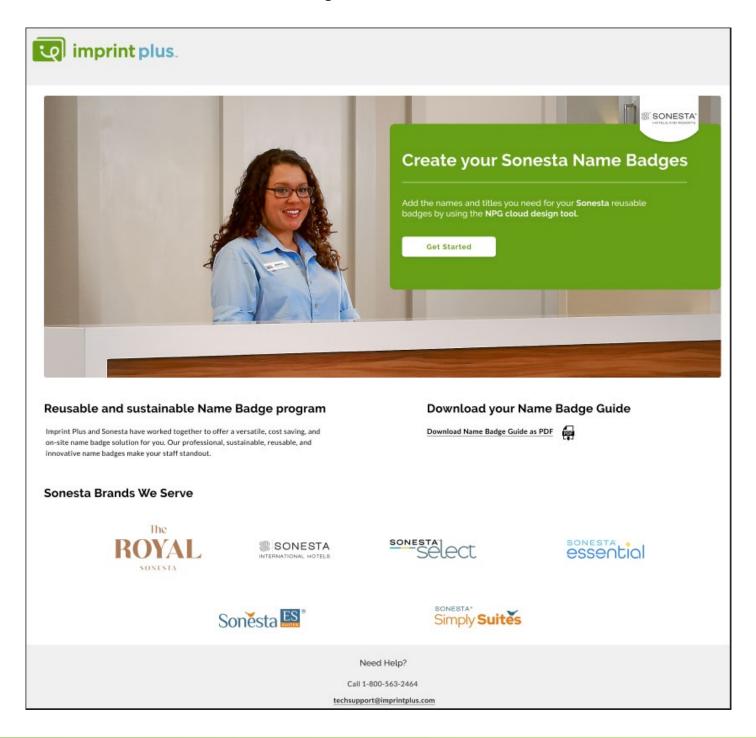
Online access to your NPG Cloud Software

The following is a concise overview of your software.

To start creating your name badges, please access the landing page below:

www.imprintplus.com/sonesta-name-badge-software

It is recommended to use **Google Chrome browser** to access the software.

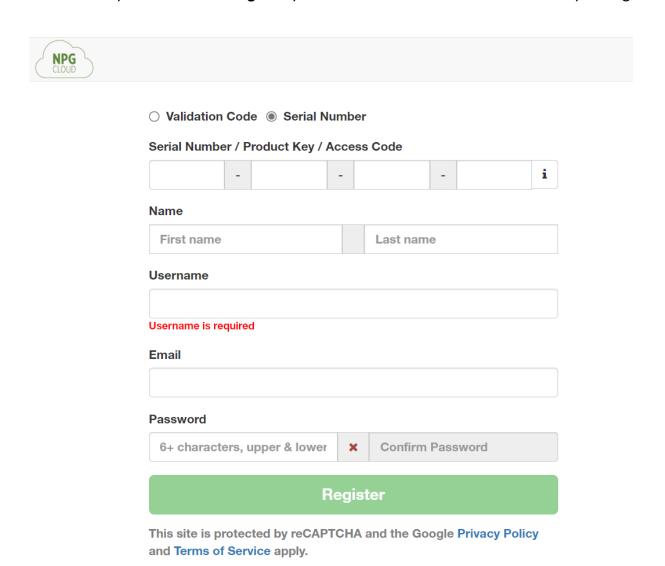




Online access to your NPG Cloud Software



For new users you will need to Register your NPG Cloud serial number to create your login.





Online access to your NPG Cloud Software



For returning users click the login tab to log in, please use your created credentials:

Username:_	
Password:	

NPG CLOUD		
llo a ma o ma		
Username		
Password		
	Login	

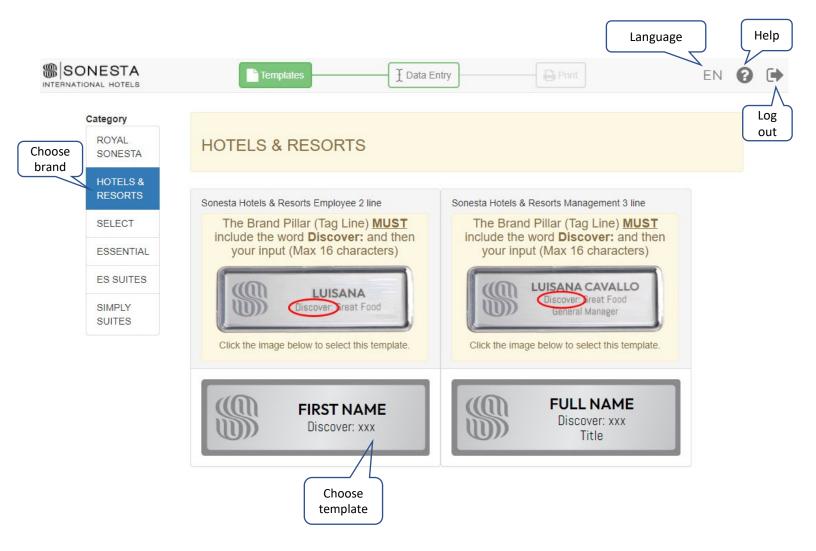
This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.





Start creating new name badges by selecting your brand category, choice of Employee or Management template.

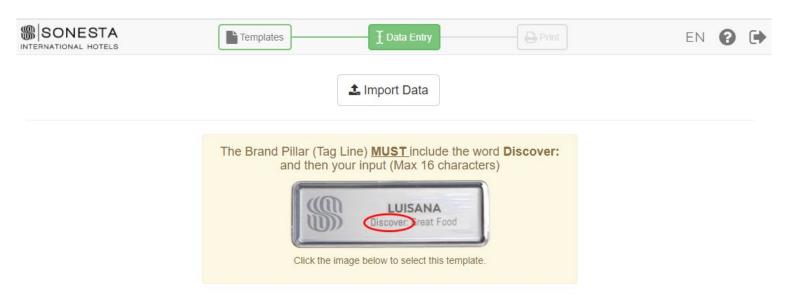
TEMPLATES - STEP 1: SELECT A TEMPLATE



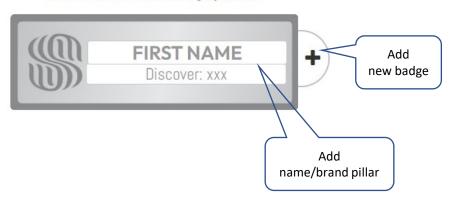




DATA ENTRY - STEP 2: ENTER YOUR NAMES



Sonesta Hotels & Resorts Employee 2 line













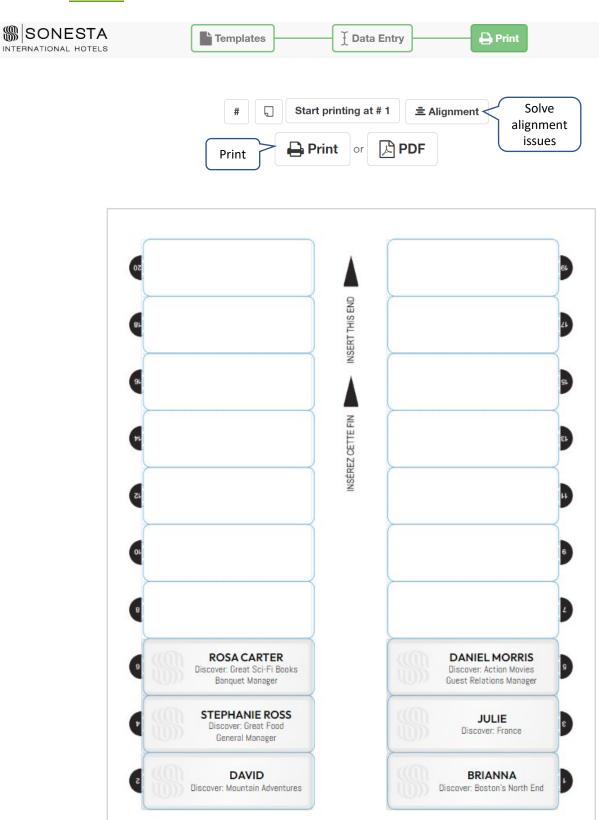






EN ?

PRINT - STEP 3: PRINT INSERTS





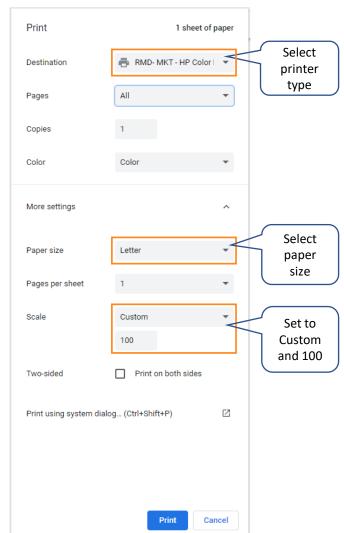


PRINT SETTINGS - STEP 4: PRINT TEST AND PRINT

IMPORTANT NOTE:

It is critical that you use a blank sheet of paper to verify that your template prints to your expectations. Troubleshooting with the test sheet will ensure proper printing alignment.







SECTION 5:

Order Information

HOW TO ORDER

To place your orders, please use the order forms provided. Each brand has its own customized fillable order form that should be emailed to customerservice@imprintplus.com 1-800-563-2464 opt. 2

Technical assistance: techsupport@imprintplus.com 1-800-563-2464 opt. 2

Please see forms attached.



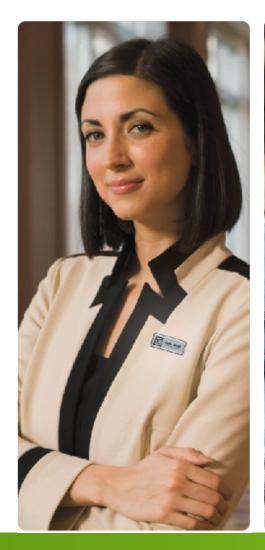




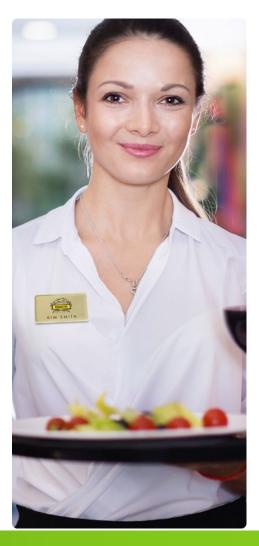


I was able to print the name tags with no issues seamless to put together and look fantastic, the only thing is that we have 21 employees and the kit only had 20, can I get some more kits?

Thank you, General Manager - Sonesta Simply Suites

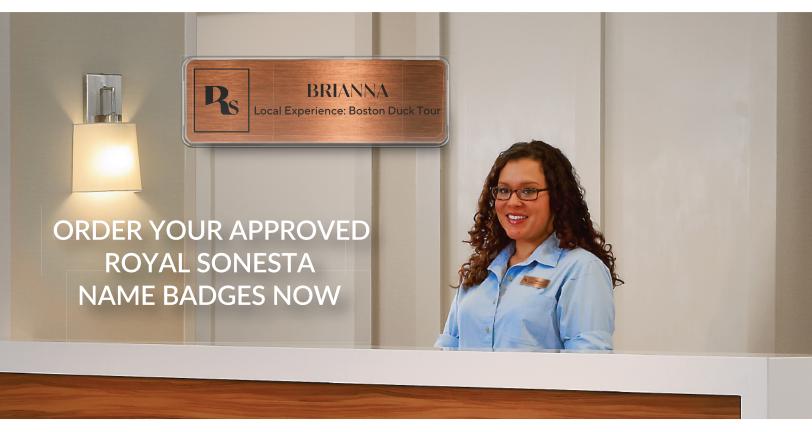












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REUSABLE

Produce customizable name badges on-site in minutes with our easy to use software

COST-EFFECTIVE

High quality, reusable products that help cut expenses and waste

IMMEDIATE

Fast turnaround! Usually orders ship out in 4 days

How does the name badge work?

- 1. Metal plate with pre-printed logo.
- 2. Non-adhesive insert that allows custom printing on-site
- 3. Elegant domed lenscover
- 4. Complete with either one of our signature magnetic or black pin fasteners and you're done!



HOW TO ORDER

- 1. Fill in your Bill To and Ship To address information below.
- 2. Choose the kits or items needed and enter the quantity.
- 3. Save this document and email it to customerservice@imprintplus.com

Domestic Ship By:

GROUND 2 DAYS

TERMS OF SALE

- Exchange can only be made on blank or unopened items. Preprinted or customized items cannot be returned.
- Exchange of supplies or approved returns will be charged a 15% restocking fee on the items being returned.
- Minimum order amount is \$50.00. No orders will be processed under this minimum.

CUSTOMER INFORMATION

BILL TO:

P Account#:	
Contact Name:	
treet Name and No.:	
.ddress:	
iity / State:	
ip Code / Country:	
O#:	

SHIP TO:

Contact Name:	
Street Name and No.:	
Address:	
City / State:	
Zip Code / Country:	
PO#:	

REUSABLE NAME BADGE - STARTER KIT

40 Unit Royal Sonesta Starter Kit contains:

- · 40 Copper metal badge plates 1" x 3" pre-printed logo
- · 40 Clear protective Lenscovers
- · 20 Black pin fasteners
- · 20 Premium magnet fasteners
- 1 Pack of clear peel off Insert Sheets (5 sheets/pack)
- · 1 NPG Cloud Software Activation

Printer type: Laser Inkjet QTY 908926 908927

REUSABLE NAME BADGE - STARTER KIT

100 Unit Royal Sonesta Starter Kit contains:

- · 100 Copper metal badge plates 1" x 3" pre-printed logo
- · 100 Clear protective Lenscovers
- · 50 Black pin fasteners
- · 50 Premium magnet fasteners
- 1 Pack of clear peel off Insert Sheets (5 sheets/pack)
- · 1 NPG Cloud Software Activation

Printer type: Laser QTY 908928

NAME BADGE COMPONENTS/ACCESSORIES

· 20 Unit plate pack - 908921	QTY
· 20 Unit Lenscover pack - 003583	QTY
· 20 Unit black pin pack - 003540	QTY
· 20 Unit magnetic pack - 003531	QTY
· 1 Pack of clear Laser peel off Insert Sheets	
(5 Sheets/Pack) - 900634	QTY
· 1 Pack of clear Inkjet peel off Insert Sheets	
(5 Sheets/Pack) - 901189	QTY
· NPG Cloud Software Activation - 023344	OTY

REUSABLE NAME BADGE - REFILL KIT

20 Unit Royal Sonesta Refill Kit contains:

- · 20 Copper metal badge plates 1" x 3" pre-printed logo
- · 20 Clear protective Lenscovers
- · 20 Black pin fasteners
- · 20 Premium magnet fasteners
- · 1 Pack of clear peel off Insert Sheets (5 sheets/pack)

Printer type: Laser Inkjet QTY 908929 908930







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COST-EFFECTIVE

High quality, reusable products that help cut expenses and waste

IMMEDIATE

Fast turnaround! Usually orders ship out in 4 days

How does the name badge work?

- 1. Metal plate with pre-printed logo.
- 2. Non-adhesive insert that allows custom printing on-site
- 3. Elegant domed lenscover
- 4. Complete with either one of our signature magnetic or black pin fasteners and you're done!



HOW TO ORDER

- 1. Fill in your Bill To and Ship To address information below.
- 2. Choose the kits or items needed and enter the quantity.
- 3. Save this document and email it to customerservice@imprintplus.com

Domestic Ship By:

GROUND 2 DAYS

TERMS OF SALE

- Exchange can only be made on blank or unopened items. Preprinted or customized items cannot be returned.
- Exchange of supplies or approved returns will be charged a 15% restocking fee on the items being returned.
- Minimum order amount is \$50.00. No orders will be processed under this minimum.

CUSTOMER INFORMATION

BILL TO:

IP Account#:	
Contact Name:	
Street Name and No.:	
Address:	
City / State:	
Zip Code / Country:	
PO#:	

SHIP TO:

Contact Name:	
Street Name and No.:	
Address:	
City / State:	
Zip Code / Country:	
PO#:	

REUSABLE NAME BADGE - STARTER KIT

40 Unit Sonesta H&R Starter Kit contains:

- · 40 Silver metal badge plates 1" x 3" pre-printed logo
- · 40 Clear protective Lenscovers
- · 20 Black pin fasteners
- · 20 Premium magnet fasteners
- 1 Pack of clear peel off Insert Sheets (5 sheets/pack)
- · 1 NPG Cloud Software Activation

Printer type: **Laser** Inkjet QTY

908931 908932

REUSABLE NAME BADGE - STARTER KIT

100 Unit Sonesta H&R Starter Kit contains:

- · 100 Silver metal badge plates 1" x 3" pre-printed logo
- · 100 Clear protective Lenscovers
- · 50 Black pin fasteners
- 50 Premium magnet fasteners
- 1 Pack of clear peel off Insert Sheets (5 sheets/pack)
- 1 NPG Cloud Software Activation

Printer type: Laser QTY

908933

NAME BADGE COMPONENTS/ACCESSORIES

· 20 Unit plate pack - 908924 QTY · 20 Unit Lenscover pack - 003583 QTY · 20 Unit black pin pack - **003540** QTY · 20 Unit magnetic pack - 003531 QTY · 1 Pack of clear Laser peel off Insert Sheets (5 Sheets/Pack) - 900634 QTY · 1 Pack of clear Inkjet peel off Insert Sheets (5 Sheets/Pack) - 901189 QTY · NPG Cloud Software Activation - 023344 QTY

REUSABLE NAME BADGE - REFILL KIT

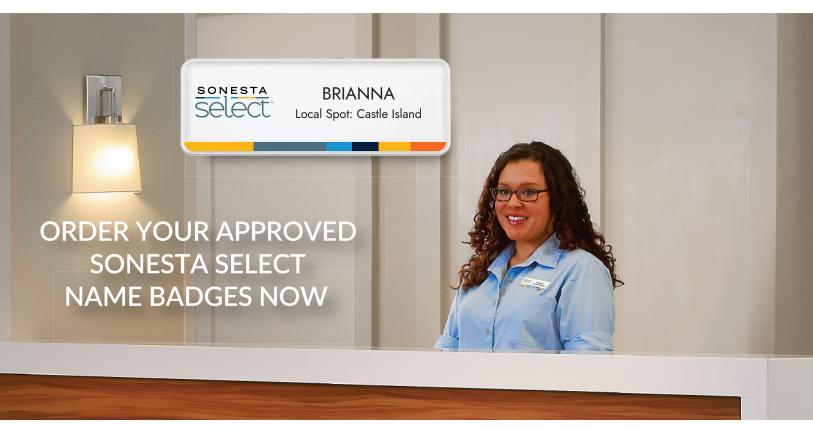
20 Unit Sonesta H&R Refill Kit contains:

- · 20 Silver metal badge plates 1" x 3" pre-printed logo
- · 20 Clear protective Lenscovers
- · 20 Black pin fasteners
- · 20 Premium magnet fasteners
- · 1 Pack of clear peel off Insert Sheets (5 sheets/pack)

Printer type: Laser Inkiet QTY 908934 908935







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COST-EFFECTIVE

High quality, reusable products that help cut expenses and waste

IMMEDIATE

Fast turnaround! Usually orders ship out in 4 days

How does the name badge work?

- 1. Metal plate with pre-printed logo.
- 2. Non-adhesive insert that allows custom printing on-site
- 3. Elegant domed lenscover
- 4. Complete with either one of our signature magnetic or black pin fasteners and you're done!



HOW TO ORDER

- 1. Fill in your Bill To and Ship To address information below.
- 2. Choose the kits or items needed and enter the quantity.
- 3. Save this document and email it to customerservice@imprintplus.com

Domestic Ship By:

GROUND 2 DAYS

TERMS OF SALE

- Exchange can only be made on blank or unopened items. Preprinted or customized items cannot be returned.
- Exchange of supplies or approved returns will be charged a 15% restocking fee on the items being returned.
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CUSTOMER INFORMATION

BILL TO:

IP Account#:	
Contact Name:	
Street Name and No.:	
Address:	
City / State:	
Zip Code / Country:	
PO#:	

SHIP TO:

Contact Name:	
Street Name and No.:	
Address:	
City / State:	
Zip Code / Country:	
PO#:	

REUSABLE NAME BADGE - STARTER KIT

40 Unit Sonesta Select Starter Kit contains:

- · 40 White metal badge plates 1" x 3" pre-printed logo
- · 40 Clear protective Lenscovers
- · 20 Black pin fasteners
- · 20 Premium magnet fasteners
- 1 Pack of clear peel off Insert Sheets (5 sheets/pack)
- · 1 NPG Cloud Software Activation

Printer type: Laser Inkjet QTY 908936 908937

REUSABLE NAME BADGE - REFILL KIT

20 Unit Sonesta Select Refill Kit contains:

- · 20 White metal badge plates 1" x 3" pre-printed logo
- · 20 Clear protective Lenscovers
- · 20 Black pin fasteners
- · 20 Premium magnet fasteners
- · 1 Pack of clear peel off Insert Sheets (5 sheets/pack)

Printer type: Laser Inkjet QTY 908938 908939

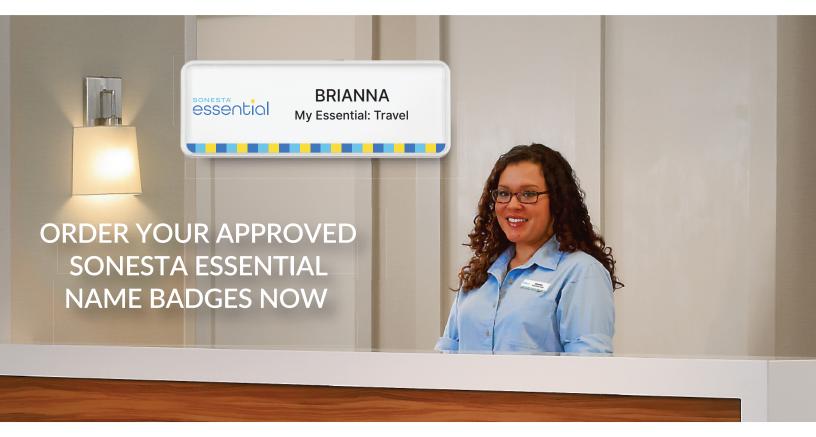
NAME BADGE COMPONENTS/ACCESSORIES

· 20 Unit plate pack - 908925	QTY
· 20 Unit Lenscover pack - 003583	QTY
· 20 Unit black pin pack - 003540	QTY
· 20 Unit magnetic pack - 003531	QTY
· 1 Pack of clear Laser peel off Insert Sheets	
(5 Sheets/Pack) - 900634	QTY
· 1 Pack of clear Inkjet peel off Insert Sheets	
(5 Sheets/Pack) - 901189	QTY
· NPG Cloud Software Activation - 023344	QTY









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Domestic Ship By:

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CUSTOMER INFORMATION

BILL TO:

SHIP TO:

Contact Name:	
Street Name and No.:	
Address:	
City / State:	
Zip Code / Country:	
PO#:	

REUSABLE NAME BADGE - STARTER KIT

40 Unit Sonesta Essential Starter Kit contains:

- · 40 White metal badge plates 1" x 3" pre-printed logo
- · 40 Clear protective Lenscovers
- · 20 Black pin fasteners
- · 20 Premium magnet fasteners
- 1 Pack of clear peel off Insert Sheets (5 sheets/pack)
- · 1 NPG Cloud Software Activation

Printer type: Laser Inkjet QTY 908957 908958

REUSABLE NAME BADGE - REFILL KIT

20 Unit Sonesta Essential Refill Kit contains:

- · 20 White metal badge plates 1" x 3" pre-printed logo
- · 20 Clear protective Lenscovers
- · 20 Black pin fasteners
- · 20 Premium magnet fasteners
- · 1 Pack of clear peel off Insert Sheets (5 sheets/pack)

Printer type: Laser Inkjet QTY 908959 908960

NAME BADGE COMPONENTS/ACCESSORIES

· 20 Unit plate pack - 908954 QTY · 20 Unit Lenscover pack - 003583 QTY · 20 Unit black pin pack - **003540** QTY · 20 Unit magnetic pack - 003531 QTY · 1 Pack of clear Laser peel off Insert Sheets (5 Sheets/Pack) - 900634 QTY · 1 Pack of clear Inkjet peel off Insert Sheets (5 Sheets/Pack) - 901189 QTY · NPG Cloud Software Activation - 023344 QTY









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- 1. Metal plate with pre-printed logo.
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Zip Code / Country:	
PO#:	

SHIP TO:

Contact Name:	
Street Name and No.:	
Address:	
City / State:	
Zip Code / Country:	
PO#:	

REUSABLE NAME BADGE - STARTER KIT

40 Unit Sonesta ES Starter Kit contains:

- · 40 White metal badge plates 1" x 3" pre-printed logo
- · 40 Clear protective Lenscovers
- · 20 Black pin fasteners
- · 20 Premium magnet fasteners
- 1 Pack of clear peel off Insert Sheets (5 sheets/pack)
- · 1 NPG Cloud Software Activation

Printer type: Laser Inkjet QTY 908940 908941

REUSABLE NAME BADGE - REFILL KIT

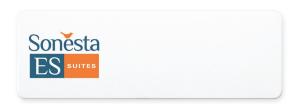
20 Unit Sonesta ES Refill Kit contains:

- · 20 White metal badge plates 1" x 3" pre-printed logo
- · 20 Clear protective Lenscovers
- · 20 Black pin fasteners
- · 20 Premium magnet fasteners
- · 1 Pack of clear peel off Insert Sheets (5 sheets/pack)

Printer type: Laser Inkjet QTY 908943 908942

NAME BADGE COMPONENTS/ACCESSORIES

· 20 Unit plate pack - 908923 QTY · 20 Unit Lenscover pack - 003583 QTY · 20 Unit black pin pack - **003540** QTY · 20 Unit magnetic pack - 003531 QTY · 1 Pack of clear Laser peel off Insert Sheets (5 Sheets/Pack) - 900634 QTY · 1 Pack of clear Inkjet peel off Insert Sheets (5 Sheets/Pack) - 901189 QTY · NPG Cloud Software Activation - 023344



QTY







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Domestic Ship By:

GROUND 2 DAYS

TERMS OF SALE

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- Minimum order amount is \$50.00. No orders will be processed under this minimum.

CUSTOMER INFORMATION

BILL TO:

SHIP TO:

Contact Name:	
Street Name and No.:	
Address:	
City / State:	
Zip Code / Country:	
PO#:	

REUSABLE NAME BADGE - STARTER KIT

40 Unit Sonesta Simply Suites Starter Kit contains:

- · 40 White metal badge plates 1" x 3" pre-printed logo
- · 40 Clear protective Lenscovers
- · 20 Black pin fasteners
- · 20 Premium magnet fasteners
- 1 Pack of clear peel off Insert Sheets (5 sheets/pack)
- · 1 NPG Cloud Software Activation

Printer type: Laser Inkjet QTY 908944 908945

REUSABLE NAME BADGE - REFILL KIT

20 Unit Sonesta Simply Suites Refill Kit contains:

- · 20 White metal badge plates 1" x 3" pre-printed logo
- · 20 Clear protective Lenscovers
- · 20 Black pin fasteners
- · 20 Premium magnet fasteners
- · 1 Pack of clear peel off Insert Sheets (5 sheets/pack)

Printer type: Laser Inkjet QTY 908946 908947

NAME BADGE COMPONENTS/ACCESSORIES

20 Unit plate pack - 908922
20 Unit Lenscover pack - 003583
20 Unit black pin pack - 003540
20 Unit magnetic pack - 003531
1 Pack of clear Laser peel off Insert Sheets
(5 Sheets/Pack) - 900634
1 Pack of clear Inkjet peel off Insert Sheets
(5 Sheets/Pack) - 901189
QTY

· NPG Cloud Software Activation - 023344



QTY