

# Certificate Order Form

This is a digital form. Please fill it out on screen and email to [stephanie.horne@anglicare.com.au](mailto:stephanie.horne@anglicare.com.au)

## ▶ Certificate Details

Certificate type

Message

## ▶ Signature

Please provide the name of the issuer of the certificate and attach scanned signature to email submission if necessary.

## ▶ Regional logo

## ▶ Other logos

Please list any other logos that must feature on the card.

## ▶ Date of presentation

## ▶ Message example:

*"This certificate is awarded to*

**Jane Smith**

*for her outstanding commitment  
to Anglicare's 'xyz' program."*

The order process:

1. Complete relevant fields in the form
2. Send form to [Stephanie.Horne@anglicare.com.au](mailto:Stephanie.Horne@anglicare.com.au)
3. Communications team will insert details into draft badge and send back to you for approval.
4. Please check all details are correct and respond with approval or further changes
5. Your badge will be lodged for printing and delivered to your office within 7 working days.