MEMORIES THAT LAST A LIFETIME
Welcome . . .

to the JH Recognition Company,
Division of HERFF JONES, Inc.
We are excited about the opportunity
to join with you in making
Memories That Last a Lifetime.
Thank you for allowing us
to present you with this Information.
We eagerly look forward
to discussing the possibilities.
Whether you need graduation pins, nursing association pins, or Florence Nightingale lamps, JH Recognition knows how to meet your needs with the quality, and excellent service you would expect from an industry leader.

We recognize that the awards we manufacture are an enduring symbol of the accomplishment and commitment that you have made in a very competitive and challenging profession. We enjoy helping you treasure these memorable moments.

We look forward to many decades of continued growth and success, and are very excited about the prospect of working with you!
MEETING YOUR NEEDS …

A Graduation Emblem is a symbol of the hard work required by students to attain their degree. Our commitment to this special professional market allows us to custom design our programs and materials to fit your particular needs as well as the needs of your graduating class.

IT’S EASY …

Your design ideas will be transformed by our experienced artists into artwork appropriate for pin production. After you have approved the artwork, our tool & die facility will create the tools necessary for pin production.

- Your design idea will be submitted to our experienced artists who will create artwork appropriate for manufacturing requirements
  - The artwork will be sent to you for your approval
  - Upon your approval our tooling department will create the tooling needed for production
- After your tooling is completed, our production staff will manufacture a sample for you to keep for reference
  - Your production order will be entered and manufactured for your graduating students
  - The tooling will remain in our facility for future orders.

THE DESIGN PROCESS

- Drawing provided by school
- Artwork created by JH artist
- Pin produced with school colors
**CUSTOM PIN PRODUCTION**

**Step 1 Press**
Custom tool and a metal disk are placed into the press where the die strikes the metal and creates the basic pin. Excess metal around the border is trimmed away.

**Step 2 Trademark**
The JH trademark and metal quality are stamped onto the back of the pin.

**Step 3 Assembly**
In assembly, the findings for the back of the pin are placed and soldered. This process is usually accomplished by hand. For larger orders, a baking oven will be used.

**Step 4 Futron**
Futron is an epoxy resin that is available in many standard colors or is specially mixed. After the futron is applied, the pin is baked to cure the futron and then pumiced to remove the excess.

**Step 5 Polishing**
The polishing wheel removes the rough edges, highlights the design details and adds shine to the finish. Washing removes polishing compounds.

**Step 6 and Step 7 Engraving & Packing**
The pins are engraved with the graduate’s initials and year of graduation. Completed pins are viewed by final inspection and then secured in their boxes.

**Step 8 Shipping**
The pin order is packaged & labeled by our shipping room staff for pickup by UPS for continental USA addresses or other methods as dictated by the final destination.

*All custom pins are created by our skilled staff in our Providence, Rhode Island*
**METAL QUALITIES & FINDING OPTIONS**

**METAL QUALITIES**

Because “24 Karat” of pure gold is a very soft metal, it is “alloyed” [mixed] with other metals for strength.

**14K YELLOW OR WHITE GOLD**…
An alloy of 59% pure gold. This provides the highest quality and most durable finish.

**10K YELLOW OR WHITE GOLD**…
An alloy of 42% pure gold.

**DOUBLE YELLOW OR WHITE GOLD FILLED** …
A layer of 10 karat gold is bonded to both the front and back of a reinforcing metal core.

**YELLOW OR WHITE GOLD FILLED**…
A layer of 10 karat gold is bonded to the front only of a reinforcing metal.

**STERLING SILVER**…
An alloy of 92.5% pure silver with 7.5% copper.

**GOLD ELECTRO-PLATE**…
Gold is electrolytically deposited onto a reinforcing metal. The thickness of gold is significantly less than gold filled and durability is limited.

**RHODIUM PLATE**…
Rhodium is electrolytically deposited onto sterling silver making it more durable.

**PIN BACK OPTIONS**

Graduates have three choices of the findings on the back of the pin.

1. **PIN CLASP/HINGE**
   One-piece pin-back with pin joint & safety catch.

2. **LAPEL TAC**
   5/16” post with flat back clutch.

3. **PIN CLASP WITH SWIVEL BAIL**
   Pin, joint & safety catch, plus swivel bail for conversion to charm format.
**PIN COMPONENT OPTIONS & GUARDS**

**CLASSIC OPTION**
School Pin with engraving (Optional Diamond can be added to this pin only).

**SUPREME OPTION**
School Pin with engraving, plus choice of guard from selections below.

**PREFERRED OPTION**
School Pin with engraving, 3 point genuine diamond, plus choice of guard.

**NOTE:** Regardless of option selected, all pins are engraved with graduate initials and year of graduation.

**PERSONAL PIN GUARDS**
Your personal Pin Guard includes a chain and it adds a distinctive, personal element to your pin, while “guarding” it from accidental loss.
Lighting of the Lamp

Traditionally, after the graduating nurses are pinned, each graduate will participate in the lighting ceremony. Their lamps represent both the Lamp of Knowledge and the lantern carried by Florence Nightingale when she made nightly rounds to tend the wounded soldiers of the Crimean War. The lamps symbolize the accumulated body of knowledge and skills that are fundamental to the practice of nursing.

Florence Nightingale Lamps

The Florence Nightingale Lamp adds a quality of serenity and dedication to the pinning ceremony, especially when lit during a low-light procession. They will remain a keepsake that will be treasured for a lifetime.

- Finished in a beautiful ivory color with high gloss finish.
- Gel wax and wick are in the lamp ready to be lit.
- Or an optional candle w/adapter is available.

There are many combinations of options available to customize your lamp:

- Graduates Name in black
- Graduation Year in black
- Gold Trim in several locations
- School or Department Logo

NOTE: logos are usually applied in gold, but can be applied in other colors.

A digital file of your logo in the .jpg or .tif format will work the best.

To order plain lamps online, or to print a brochure for custom lamps, please visit our website: www.nursingpins.com

Medium Plain Lamp

Large Lamp with Gold Logo and Gold Trim
**Happy Customers**

“I wanted to thank you for all your help. You’ve been the best (and most efficient) representative that I’ve worked with!”

Jen Cooke  
Central New Mexico CC  
Nursing Programs  
Albuquerque, NM

“The pinning was a great success. Thanks for your hard work and dedication to delivering our pins in such a timely manner”

Donna Yeomans  
Okefenokee Tech College  
RT Program  
Waycross, GA

“Thank-you so very much for getting these pins to me in such a timely manner….Everyone will be very excited.”

Mahalo and aloha

Bobbie Becker  
Maul Community College  
Nursing Program

“I appreciate the fact that you were able to do the order with such limited time. I just wanted to say thanks-”

Doreen Degenhardt  
Howard College-  
San Angelo Campus  
Texas Bookstore  
San Angelo, TX

“Thank you so much…You folks are swell!”

Gary Lauer  
College of Southern Idaho  
RT Program  
Twin Falls, ID

“Thanks so much. -- you’re my hero today!”

Nancy Sheffield  
Colorado Mountain College  
VT Program  
Glenwood, CO

“Thank you for prompt handling. This type of response and level of customer service is much appreciated.”

Tori Dufau  
Mount Saint Mary's College  
ADN Program  
Los Angeles, CA

“Thanks , again! Working with you is a pleasure.”

Janet Walsh  
Episcopal School of Nursing  
RN Program  
Philadelphia, PA
GENERAL INFORMATION

MATERIALS REQUEST FORMS

Four times each year, JH will send our Census Form to each Program Administrator. This form MUST be completed with graduation date and number of students for the upcoming 3 months of graduations and mailed or faxed back to initiate the mailing or emailing of your Pricing Brochures and Order Forms.

SALES TAX LIABILITY

If the school is purchasing the custom pins & lamps, the school’s exemption certificate must be provided to override the sales tax. If students are making the purchase, the student must calculate the sales tax based on the % provided by JH on the Pricing Brochure, and add the sales tax to the total due.

PRODUCTION & DELIVERY

Your order is entered into production as soon as we receive it. If there are any payment problems that will delay order entry, we will contact you immediately. Production is closed every year for the first two weeks of July. Customer Service will remain available during those two weeks with limited staffing.

ORDER CONFIRMATION

A customer acknowledgement will be mailed to you within 3-7 business days after being entered in our order system. Please review this acknowledgement carefully and contact your customer representative if you have any questions.

SHIPPING INFORMATION

All pins and lamps are shipped freight pre-paid. We ship via United Parcel Service (UPS) ground service and United States Postal Service (USPS). Late orders that are needed for overnight and 2nd day shipping will be subject to freight charges.
Pricing

Custom pin pricing is based on the gold and silver market, and is calculated on a quarterly basis. The Pricing Brochure provided for each graduating class is clearly marked for the months the pricing is valid.

Warranty

Custom pins manufactured by JH Recognition carry a full lifetime warranty against workmanship. Even the finest materials and workmanship will from time to time demand additional warranty attention. Therefore, any Jewelry having defects will be repaired or replaced as necessary without charge.

Customer Service

Western States:
Christine Williams
800-451-3304, ext 1902
crwilliams.jh@herffjones.com

Eastern States:
Linda Culbertson
800-451-3304, ext 1105
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