

# Graduate Affairs Cap & Gown Order Form

## COMPLETE INSTRUCTIONS

Summarize your Gown & Accessory order below Use the Individual Listing Form to help you organize your work  
 Allow 2 weeks for processing Enclose money order or provide credit card information below  
 Orders requiring less than a 2-week turn-around are subject to a **RUSH** charge (see below)  
 Orders paid by check will require additional processing time • **PLEASE DO NOT SEND CASH or INDIVIDUAL CHECKS FROM EACH STUDENT**  
 VISA, Mastercard, American Express or Discover Card orders are accepted by Fax or online at GRADUATEAFFAIRS.COM NO COD's

Name of School/Church/Group		Email Address (for order confirmation)	
Director/Teacher		Telephone Number with Area Code	
Fax Number with Area Code		UPS Delivery Address (No PO Boxes)	
City, State, Zip		Mailing Address (If Different from Shipping Address)	
Is this an addition to an order already placed? <input type="checkbox"/> Yes <input type="checkbox"/> No		Date Order Needed _____ Graduation Date _____	

**Premium Souvenir Packages Add \$6.00      Greengown Souvenir Packages add \$9.00**  
**Cap & Gown Packages** (deduct \$2.00 for gowns only)      **Rental Gowns Packages - \$17.25**

Package Includes	Souvenir Gown and Cap	Souvenir Tassels (Solid or 2-Color)	41 4' 8" - 4' 11"	44 5' 0" - 5' 2"	47 5' 3" - 5' 5"	50 5' 6" - 5' 8"	53 5' 9" - 5' 11"	56 6' 0" - 6' 2"	59 6' 3" - 6' 5"	Total Quantity	Price Each	TOTAL PRICE
Cap, Gown Tassel	Color	Color									@ \$19.25	
Color 1											@ \$19.25	
Color 2											@ \$19.25	
Additional Items	Stoles @ \$12.00 _____ (quantity)		Val and Sal Medallions @ \$12.95 _____ (quantity)		Honor Cords @ \$6.50 _____ (quantity)		Colors _____		Grad & Honor Grad Medallions @ \$12.95 _____		Colors _____	

**Cap & Gown Colors Available:**  
 Antique Gold, Bright Gold, Old Gold, Red, Royal Blue, Navy Blue, Light Blue, Pink, Maroon, Green, Emerald Green, Forest Green, Black, Orange, Burnt Orange, Brown, Garnet, Turquoise, Teal, Purple, Silver, Gray, White

Extra Caps Only (2 piece elastic fit for one size fits all, tassels not included)	(Color)		@ \$5.25	
Extra Tassels (1 or 2-Color)	(Color)		@ \$2.25	
Diploma Covers – Black Padded 8 1/2 x 11 (Custom available 8 – 10 weeks, 50 minimum, call for quote)			@ \$7.95	
Class Officer Stole Set (President, Vice President, Secretary, and Treasurer)			@ \$48.00	
V Hoods	Colors		@ \$5.95	

SHIPPING AND HANDLING	
ORDERS TOTALING	ADD
\$ 0 - 25.00	\$ 10
25.01 - 50.00	12
50.01 - 100.00	15
100.01 - 150.00	20
150.01 - 200.00	25
200.01 - 250.00	30
250.01 - 300.00	35
300.01 - 500.00	50
500.01 & OVER	75

RUSH CHARGES (UNDER 2 WEEK DELIVERY) IN ADDITION TO ABOVE	
ORDERS TOTALING	ADD
UP TO - 300.00	\$30.00
\$ 300.01 & OVER	40.00

CREDIT CARD INFORMATION
Check One: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Amer. Express <input type="checkbox"/> Discovercard
Card Number _____
Name of Cardholder _____
Security Code _____ <input type="checkbox"/> Expiration Date _____ (on back of card)
Credit card orders can be faxed in:  <b>972-546-3636</b>

** Subtotal	
Your Local Sales Tax (If you are tax exempt, please enclose a copy of your Exempt Certificate)	
Shipping and Handling	
Rush Handling Charge (if under 2 week delivery requested)	
<b>TOTAL</b> (payment enclosed)	


**Make all checks payable to:**  
**Graduate Affairs**  
 Attn: Tim Giuliani  
**1305 S. Calle Palo Fierro**  
**Palm Springs, CA 92264**