

# 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	
UPS Delivery Address (No PO Boxes)		City, State, Zip	
Is this an addition to an order already placed? <input type="checkbox"/> Yes <input type="checkbox"/> No		Mailing Address (If Different from Shipping Address)	
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 - \$18.95**

Package Includes Cap, Gown Tassel	Souvenir Gown and Cap Color	Souvenir Tassels (Solid or 2-Color) Color	42	45	48	51	54	57	60	Total Quantity	Price Each	TOTAL PRICE
			4'9" - 4'11"	5'0" - 5'2"	5'3" - 5'5"	5'6" - 5'8"	5'9" - 5'11"	6'0" - 6'2"	6'3" - 6'5"			
Color 1											@ \$19.95	
Color 2											@ \$19.95	
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 <small>(2 piece elastic fit for one size fits all, tassels not included)</small>	<small>(Color)</small>		@ \$6.95	
Extra Tassels (1 or 2-Color)	<small>(Color)</small>		@ \$3.25	
Diploma Covers – Black Padded 8 1/2 x 11 <small>(Custom available 8 – 10 weeks. 50 minimum, call for quote)</small>			@ \$8.95	
Class Officer Stole Set <small>(President, Vice President, Secretary, and Treasurer)</small>			@ \$48.00	
V Hoods		Colors	@ \$6.95	

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

RUSH CHARGES <small>(UNDER 2 WEEK DELIVERY) IN ADDITION TO ABOVE</small>	
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 _____ <small>(on back of card)</small>
Credit card orders can be scanned & emailed to: sales@graduateaffairs.com or faxed to
<b>972-546-3636</b>

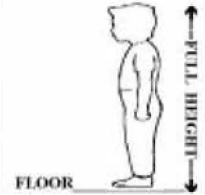
** Subtotal	
Your Local Sales Tax <small>(If you are tax exempt, please enclose a copy of your Exempt Certificate)</small>	
Shipping and Handling	
Rush Handling Charge <small>(if under 2 week delivery requested)</small>	
<b>TOTAL</b> <small>(payment enclosed)</small>	

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

# Individual Gown Order Listing

Please retain this form for your records.  
Make additional copies of this form as needed.

Students should be measured with shoes on, from the top of their heads to the floor. Record each student's gown size according to his or her height in feet and inches. Since our cap sizes are expandable, there is no need to measure the student's head. List total quantities of all size in spaces provided below and record on the enclosed order form. Make a special note of students who may need roomy (XL or XXL) gowns by indicating their chest measurement in inches.



Name	Gown & Cap Color	XXL	42 4'9" – 4'11"	45 5'0" – 5'2"	48 5'3" – 5'5"	51 5'6" – 5'8"	54 5'9" – 5'11"	57 6'0" – 6'2"	60 6'3" – 6'5"
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	<b>TOTALS</b>								

*After filling out this form, use these totals to help in completing the order form.*