

# Graduate Affairs Gown & Accessory Order Form

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 _____

Gowns ship separately from all other products.	Gowns & Caps	Souvenir Tassels (Solid or 2-Color)	Size 27 3' 6" - 3' 8"	Size 30 3' 9" - 3' 11"	Size 33 4' 0" - 4' 2"	Size 36 4' 3" - 4' 5"	Size 39 4' 6" - 4' 8"	Total Quantity	Each Package Price	EXTENDED PRICE																																																					
	Color	Color																																																													
Color 1																																																															
Color 2																																																															
<b>Teddy Bear Medallions</b>	Kindergarten qty _____ PreKinder qty _____ PreSchool qty _____ HeadStart qty _____								@ \$ 5.95																																																						
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									Specify S, M, L, XL, XXL, XXX																																																						
<b>Kinder Hoods</b>	Gold, White, Royal, Red, Silver/Gray, Light Blue, Maroon, Navy, Orange, Forest, Purple, Black					(Color)			@ \$ 6.95																																																						
<b>Kinder 2021 Stoles</b>	Gold, White, or Silver w/Black letters Maroon, Purple, Navy, Royal or Red w/White letters					(Color)			@ \$8.95																																																						
<b>Kinder Honor Cords</b>	Double Strand Gold or White					(Color)			@ \$5.25																																																						

### 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

### SHIPPING & HANDLING

ORDERS TOTALING	ADD
\$ 0 - 25.00	\$ 12.00
25.01 - 50.00	15.00
50.01 - 100.00	20.00
100.01 - 150.00	25.00
150.01 - 200.00	30.00
200.01 - 250.00	35.00
250.01 - 300.00	40.00
300.01 - 500.00	50.00
500.01 & OVER	75.00

### RUSH CHARGES (UNDER 2 WEEK DELIVERY) IN ADDITION TO ABOVE

ORDERS TOTALING	ADD
UP TO - 300.00	\$ 30.00
\$ 300.01 & OVER	40.00

<b>Extra Cap &amp; Tassel Sets</b>	(Color)	@ \$9.90
<b>Extra Caps Only</b> <small>(2 piece elastic fit for one size fits all, tassels not incl.)</small>	(Color)	@ \$ 6.95
<b>Extra Tassels (1 or 2-Color)</b>	(Color)	@ 3.25
<b>Extra Diplomas</b>	PreSchool	@ \$1.00
	PreKinder	
	Kindergarten	
	HeadStart	
<b>Teddy Bear Ball Caps (Adjustable Children's sizes)</b>		@ \$7.95
<b>Extra Announcements (Packages of 25)</b>		@ \$5.25

### CREDIT CARD INFORMATION

Check One:

- Visa                       Mastercard  
 Amer. Express           Discover Card

Card Number \_\_\_\_\_

Name of Cardholder \_\_\_\_\_

Security code \_\_\_\_\_ Expiration Date \_\_\_\_\_  
(on back of card)

Credit card orders can be scanned & emailed to:  
sales@graduateaffairs.com or faxed to (972)-546-3636

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

**NOTE - MINIMUM ORDER OF \$25.00 Plus Shipping & Handling.**



Make all checks payable to:  
**Timothy P. Giuliani**  
Attn: Graduate Affairs

1305 S. Calle Palo Fierro  
Palm Springs, CA 92264

# GRADUATE AFFAIRS PACKAGE PROGRAM

- Package Program orders must be paid with check or money order only. No credit cards please (except for Essential).
- Ring & T-Shirt sizes must be ordered on the GOWN & ACCESSORY ORDER FORM.
- No coupons can be used on package program (except for Essential).
- Minimum order of 5 of any one or combination of package plans.
- Order individually on the GOWN & ACCESSORY ORDER FORM for less than 5 orders.

## 1. CHOOSE A PACKAGE!

- GRADUATE PACKAGE** - Cap, Gown, Tassel, Diploma, 2 Announcements, Medallion, T-Shirt & Ring, and Teddy Bear Ballcap  
\$49.65 (save \$8.10)
- SUPERIOR PACKAGE** - Cap, Gown, Tassel, Diploma, 2 Announcements & Ring  
\$30.95 (save \$3.95)
- PREMIUM PACKAGE** - Cap, Gown, Tassel, Diploma, 2 Announcements & T-Shirt  
\$21.95 (save \$2.95)
- DELUXE PACKAGE** - Cap, Gown, Tassel, Diploma, 2 Announcements & Medallion  
\$19.95 (save \$1.95)
- ESSENTIAL PACKAGE** - Cap, Gown, Tassel, Diploma, 2 Announcements  
\$15.95

2. **Check for Announcements:**     **Yes include them**     **None requested**  
Announcements are not included on any rush orders!

3. **Check for Diploma:**     Diploma     Kindergarten     PreKindergarten     PreSchool     Head Start  
 **None requested**     **English**     **Spanish**

4. **Check for Medallions:** (Deluxe or Graduate Package only)     Kindergarten     PreKindergarten  
 PreSchool     Head Start

5. **Check for T-Shirt:** (Premium or Graduate Package only)     Kindergarten     PreKindergarten  
 PreSchool     Head Start  
Select sizes on GOWN & ACCESSORY ORDER FORM

6. **Check for Ring:** (Superior or Graduate Package only)     Kindergarten     PreKindergarten  
 PreSchool     Head Start  
Select sizes on GOWN & ACCESSORY ORDER FORM

7. **Select sizes and colors of caps, gowns & tassels on GOWN & ACCESSORY ORDER FORM**

**BE SURE TO INCLUDE THIS PAGE  
WITH YOUR COMPLETE GOWN  
& ACCESSORY ORDER FORM.**

Name of School/Church/Group \_\_\_\_\_

# Individual Gown & Accessory Order Listing

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

Children should be measured with shoes on, from the top of their heads to the floor. Record each child'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 child's head. A ring sizer and instructions are located on the bottom of this form. Just cut it out and follow the directions for sizing. Make several copies before cutting it out. Then list total quantities of all sizes in spaces provided below, and record on the enclosed order form.



NAME	Gown & Cap Color	27	30	33	36	39	Ring Size 2,3,4,5,6, 7 or 8	Ring/T-Shirt K = Kids (4-6) PK = Pre-K (6-8) P = PreSchool H = Hand/Start	Childrens T-Shirt Size S, M, L
		3'6" - 3'8"	3'9" - 3'11"	4'0" - 4'2"	4'3" - 4'5"	4'6" - 4'8"			
1.									
2.									
3.									
4.									
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9.									
10.									
11.									
12.									
13.									
<b>TOTALS</b>							2_ 3_	K_	S_
							4_ 5_	PK_	M_
							6_ 7_	P_	L_
							8_	H_	

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

## RING SIZER INSTRUCTIONS

1. Cut out paper sizer (make several copies before cutting it out).
2. Open slot A.
3. Roll into a circle with numbers on the outside. Insert the end of tab B into slot A.
4. Place onto finger and pull tab through slot until the paper is snug on finger.
5. Read finger size on scale.

Note: If the child's finger size falls in between two sizes, choose the larger ring size.  
Example: If finger size falls between a Size 5 and a Size 6, order a Size 6 ring.

