



2015 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	Size 30	Size 33	Size 36	Size 39	Total Quantity	Each Package Price	EXTENDED PRICE
	Color	Color	3' 6" & under	3' 7" - 3' 9"	3' 10" - 4' 0"	4' 1" - 4' 3"	4' 4" - 4' 7"			
Color 1										
Color 2										

Teddy Bear Medallions	Kindergarten qty _____ PreKinder qty _____ PreSchool qty _____ HeadStart qty _____	@ \$ 5.95
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STYLE	TEDDY BEAR RINGS SIZE / QUANTITY									Price
	2	3	4	5	6	7	8			
Kinder									Children	@ \$18.95
PreKinder									Adult	@ \$10.95
PreSchool									Specify S,M,L,XL,XXL,XXXL	
HeadStart										

STYLE	TEDDY BEAR T-SHIRTS		
	Small 6-8	Medium 10-12	Large 14-16
Kinder			
PreKinder			
PreSchool			
HeadStart			

Kinder Hoods	Gold, White, Royal, Red, Silver/Gray, Light Blue, Maroon, Navy, Orange, Forest, Purple, Black	(Color)	@ \$5.95
Kinder 2015 Stoles	Gold, White, or Silver w/Black letters Maroon, Purple, Navy, Royal or Red w/White letters	(Color)	@ \$8.95
Kinder Honor Cords	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

Extra Cap & Tassel Sets	(Color)	@ \$6.50
Extra Caps Only <small>(2 piece elastic fit for one size fits all, tassels not incl.)</small>	(Color)	@ \$5.25
Extra Tassels (1 or 2-Color)	_____	@ \$2.25
Extra Diplomas	PreSchool	@ \$1.00
	PreKinder	
	Kindergarten	
	HeadStart	
Teddy Bear Ball Caps (Adjustable Children's sizes)		@ \$7.95
Extra Announcements (Packages of 25)		@ \$5.25

SHIPPING & HANDLING		
ORDERS TOTALING		ADD
\$ 0 - 25.00		\$ 10.00
25.01 - 50.00		12.00
50.01 - 100.00		15.00
100.01 - 150.00		20.00
150.01 - 200.00		25.00
200.01 - 250.00		30.00
250.01 - 300.00		35.00
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

CREDIT CARD INFORMATION	
Check One:	
<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard
<input type="checkbox"/> Amer. Express	<input type="checkbox"/> Discover Card
Card Number _____	
Name of Cardholder _____	
Security code (on back of card) _____	Expiration Date _____
Credit card orders can be faxed in: (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:
Graduate Affairs
Attn: Tim Giuliani
**1305 S. Calle Palo Fierro
Palm Springs, CA 92264**

NEW FOR 2015 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
\$47.65 (save \$9.10)
- SUPERIOR PACKAGE** - Cap, Gown, Tassel, Diploma, 2 Announcements & Ring
\$30.65 (save \$3.25)
- PREMIUM PACKAGE** - Cap, Gown, Tassel, Diploma, 2 Announcements & T-Shirt
\$21.65 (save \$2.25)
- DELUXE PACKAGE** - Cap, Gown, Tassel, Diploma, 2 Announcements & Medallion
\$19.65 (save \$1.25)
- ESSENTIAL PACKAGE** - Cap, Gown, Tassel, Diploma, 2 Announcements
\$14.95

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 3'6" & under	30 3'7" - 3'9"	33 3'10" - 4'	36 4'1" - 4'3"	39 4'4" - 4'7"	Ring Size 2,3,4,5,6, 7 or 8	Ring/T-Shirt K = Kindergarten PK = PreKindergarten P = Preschool H = HeadStart	Childrens T-Shirt Size S, M, L
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
TOTALS							2_ 3_ 4_ 5_ 6_ 7_ 8_	K_ PK_ P_ H_	S_ M_ L_

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

RING SIZER INSTRUCTIONS

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

