

University Cap & Gown

www.GradGowns.com
486 ANDOVER STREET - LAWRENCE, MASSACHUSETTS 01843
(800) 585-5500 - (978) 686-4566 - FAX: (978) 686-8177

STEP 1
COMPLETE THIS FORM AND
MAIL, FAX or E-MAIL IT ...
3 to 4 WEEKS BEFORE
REQUESTED DELIVERY DATE

CUSTOMER INFORMATION UPDATE – CAPS & GOWNS

CONTACT INFORMATION

SCHOOL: _____

STREET ADDRESS: _____

CITY/TOWN: _____ STATE: _____ ZIP: _____

PHONE: _____ - _____ - _____ FAX: _____ - _____ - _____

PRINCIPAL: _____

CLASS ADVISOR: _____

GRADUATING CLASS INFORMATION – Please provide estimates when exact dates or figures are not available.

GRADUATION: _____ DELIVER BY: _____ DISTRIBUTION: _____

GRADUATES: _____ *please check* EXACT or ESTIMATED

COST PER OUTFIT: Refer to your current service agreement or contact us for current price per outfit.
The price quoted is based on deadlines being met as per enclosed STEP 1 & 2 schedule

CAP & GOWN COLOR-MALES: _____

CAP & GOWN COLOR-FEMALES: _____

TASSEL COLOR-MALES: _____ - 1, 2 or 3 COLORS MIXED

TASSEL COLOR-FEMALES: _____ - 1, 2 or 3 COLORS MIXED

TYPE PROGRAM: SOUVENIR OUTFITS or RENTAL GOWNS w/SOUVENIR CAPS & TASSELS

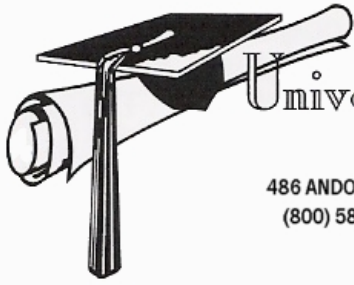
PACKING INSTRUCTIONS: THOSE BELOW THAT APPLY

ALPHABETICALLY – MALES & FEMALES TOGETHER

We are committed to providing on-time and error-free delivery of your order. To maintain accuracy in all phases of order processing, we require all communication in writing by fax, mail, or e-mail.

Our deadlines are based on production time needed to properly process your order. This includes data entry, proofing, manufacturing, packing and shipment.

SPECIAL CUSTOMER NEEDS-REQUESTS



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STEP 2
 COMPLETE THIS FORM AND
 MAIL or FAX IT BY NO LATER THAN
3 to 4 WEEKS BEFORE
REQUESTED DELIVERY DATE

CAP & GOWN MEASUREMENT TRANSMITTAL FORM

PAGE ____ of ____

SCHOOL NAME: _____ CITY / TOWN: _____ STATE: _____

NOTE: We do not need head sizes. Our caps are adjustable.

Height in shoes from top of head to floor. Weight should be a true approximation.
 Needed only if order is to be packed by homeroom or shop

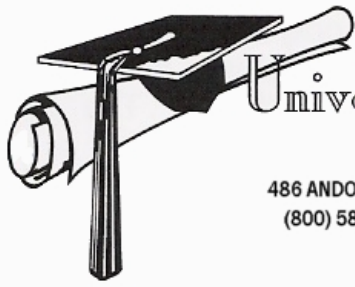
Please print

Circle one

	LAST NAME	FIRST NAME	GENDER	HOMEROOM	HEIGHT	WEIGHT
1			M or F		FT IN	LBS
2			M or F		FT IN	LBS
3			M or F		FT IN	LBS
4			M or F		FT IN	LBS
5			M or F		FT IN	LBS
6			M or F		FT IN	LBS
7			M or F		FT IN	LBS
8			M or F		FT IN	LBS
9			M or F		FT IN	LBS
10			M or F		FT IN	LBS
11			M or F		FT IN	LBS
12			M or F		FT IN	LBS
13			M or F		FT IN	LBS
14			M or F		FT IN	LBS
15			M or F		FT IN	LBS
16			M or F		FT IN	LBS
17			M or F		FT IN	LBS
18			M or F		FT IN	LBS
19			M or F		FT IN	LBS
20			M or F		FT IN	LBS
21			M or F		FT IN	LBS
22			M or F		FT IN	LBS
23			M or F		FT IN	LBS
24			M or F		FT IN	LBS
25			M or F		FT IN	LBS

____ TOTAL STUDENTS THIS PAGE

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STEP 3
 COMPLETE THIS FORM AND
 MAIL or FAX IT BY NO LATER THAN
2 to 3 WEEKS BEFORE
REQUESTED DELIVERY DATE

CAP & GOWN **LATE ADDITIONS** TRANSMITTAL FORM

SHIP TO:

SCHOOL NAME _____

ATTENTION OF _____

STREET ADDRESS FOR UPS SHIPPING _____

CITY / TOWN _____ STATE _____ ZIP _____

PHONE _____ FAX _____

TOTAL COST OF ORDER
 _____ OUTFITS @ \$25.00 each = \$_____.

Price reflects late order processing & packing
 FOR YOUR RECORDS, OUR FEIN IS: 04-2254371

Check Enclosed or Bill us

IMPORTANT DATES

DATE OF ORDER: _____/_____/_____

DELIVER ORDER BY: _____/_____/_____

DISTRIBUTION DATE: _____/_____/_____

GRADUATION DATE: _____/_____/_____

NOTE: We do not need head sizes. Our caps are adjustable.

You do not need to submit in alphabetical order.
 We will provide you with a listing in alphabetical order. Please print to reduce errors in processing.

Circle one

Needed only if order is to be packed by homeroom or shop

Height in shoes from top of head to floor. Weight should be a true approximation.

1	LAST NAME	FIRST NAME	GENDER	HOMEROOM	HEIGHT	WEIGHT
1			M or F		FT IN	LBS
2			M or F		FT IN	LBS
3			M or F		FT IN	LBS
4			M or F		FT IN	LBS
5			M or F		FT IN	LBS
6			M or F		FT IN	LBS
7			M or F		FT IN	LBS
8			M or F		FT IN	LBS
9			M or F		FT IN	LBS
10			M or F		FT IN	LBS
11			M or F		FT IN	LBS
12			M or F		FT IN	LBS
13			M or F		FT IN	LBS
14			M or F		FT IN	LBS
15			M or F		FT IN	LBS
16			M or F		FT IN	LBS
17			M or F		FT IN	LBS
18			M or F		FT IN	LBS

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