

ACADEMIC REGALIA ORDER FORM



Customer No. _____

S _____
O Individual _____
L _____
D Street Address _____
T _____
O City _____ County _____ State _____ Zip _____

Office Phone _____ Best Time To Call _____
 () _____

Email address _____

Customer No. _____ Herff Jones Order No. _____

S _____
H Individual _____
I _____
P Street Address _____
T _____
O City _____ State _____ Zip _____

Daytime Phone _____ Best Time To Call _____
 () _____

Email address _____

SCHOOL AFFILIATION _____

SCHOOL LOCATION - TOWN & STATE _____

Date needed: _____ If not possible: Proceed - ship when ready
 Call First _____

Please allow 4-6 weeks for manufacturing after the complete order is received in our Champaign Office.

DESCRIPTION OF ORDER

- Special Regalia: _____
 Contact your Customer Service Representative for a listing of Schools that offer Special Regalia
- Custom Regalia: Material choice for items below*: _____
 *Black will be provided unless otherwise specified

GOWN: Bachelor Master
 Doctor - Check one model below:
 Faculty model } Velvet trim color:
 Valedictory model } Black, or
 Marshal model } _____
 (Degree Color)

We will provide Black velvet trim on the Doctoral gown unless the degree color is specified - e.g. PhD. Blue, Arts, Science, etc.

CONTRASTING BRAID TO OUTLINE: (please specify color braid)

- Velvet front panels
 Velvet sleeve chevrons
 Velvet trim on the hood next to the base fabric _____

HOOD: Fill in details only if hood is desired: Material _____
 Doctor Master Bachelor

Velvet degree/subject
 Degree _____ color _____
 (Give exact wording of degree)

College _____
 (Name of school where degree was earned)

Location _____ (Town) _____ (State)

MORTARBOARD CAP: Folding Crown - standard
 Stiff Crown - optional

DOCTORAL TAM: Black velvet - four sided
 Black velvet - six sided
 Black velvet - eight sided

TASSEL: Rayon Tassel - color _____
 Gold Silk - optional
 Metallic Gold Bullion - optional
 Metallic Silver Bullion - optional

GARMENT BAGS: E-Z Stor Bag Carry-All Nylon Bag Nylon Bag with embroidery
HANGER: Black Contoured Black Conformer 1 1/2" deep **NAME/INITIALS** _____

MEASUREMENTS

(Please Give All Information Requested)

MALE FEMALE

- Height with shoes - top of head to floor _____ feet _____ inches.
- Chest size - without coat _____ inches.
- Shirt sleeve measurement _____ inches.
 (Measure from center-back of neck, over the top of the shoulder, and along the outer arm to the break at the back of the wrist.)
- Cap size _____ inches.
- Floor clearance desired _____ inches.
 (We will provide a 8" clearance if you do not specify.)
- Personalized initials (if desired; no extra charge) - specify: _____

COST SUMMARY OF ORDER

Gown \$ _____
 Hood _____
 Cap/Tam _____
 Tassel _____
 Other Items: _____

 Cost of merchandise _____

SALES TAX - your local rate _____
 SHIPPING & HANDLING \$ _____
 Ground Service (to U.S. 48) \$19.95
 2nd Day Air (to U.S. 48) \$30.00
 Next Day Air (to U.S. 48) \$55.00
 (Call if outside U.S. 48)

TOTAL COST OF ORDER \$ _____
 Less advance deposit enclosed _____
 (Please enclose 1/2 deposit if not using a credit card - see below)

BALANCE DUE \$ _____

CREDIT CARD OR PURCHASE ORDER

VISA MASTERCARD DISCOVER

Credit Card No. _____
 Expiration Date _____
 Name on Card _____
 Name exactly as it appears on card

Purchase Order # _____
OFFICE USE ONLY: _____

REMARKS & SPECIAL INSTRUCTIONS _____

Sales Professional _____ Customer's Signature _____ Date _____
 No. _____