

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 ...
12 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: _____ 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
- ALPHABETICALLY – MALES & FEMALES SEPARATE
- BY HOMEROOM or SHOP

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
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12 WEEKS BEFORE
REQUESTED DELIVERY DATE

CAP & GOWN MEASUREMENT TRANSMITTAL FORM

SHIP TO:

 SCHOOL NAME

 ATTENTION OF

 STREET ADDRESS FOR UPS SHIPPING

 CITY / TOWN STATE ZIP

 PHONE FAX

TOTAL COST OF ORDER

_____ OUTFITS @ _____ each = \$ _____

MAKE CHECK PAYABLE TO: **University Cap & Gown**
 FOR YOUR RECORDS, OUR FEIN IS: **04-2254371**
 Check Enclosed or Please invoice 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.

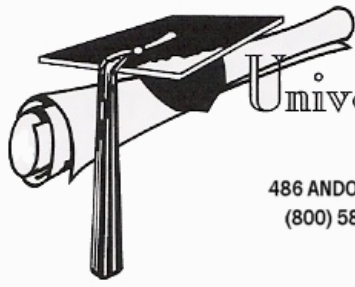
Enter M or F Needed only if order is to be packed by homeroom or shon

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

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

_____ TOTAL STUDENTS THIS PAGE

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

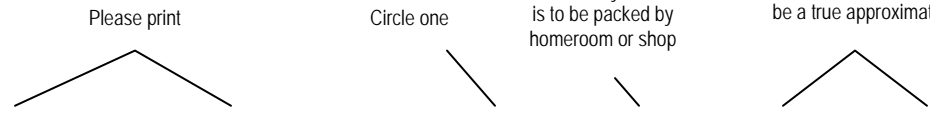
CAP & GOWN MEASUREMENT TRANSMITTAL FORM

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



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
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
6 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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Honor Cords and Stoles for your Class of 2010



HONOR TASSELS

\$1.95 EACH

BRIGHT GOLD
WITH YEAR CHARM



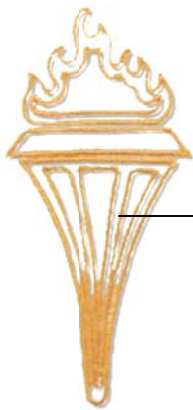
HONOR STOLES

BRIGHT GOLD SATIN
WITH HONOR
EMBROIDERED OR
SCREENED IN BLACK ON
THE WEARER'S RIGHT

EMBROIDERED
\$14.95 EACH
OLD ENGLISH
ON ANGLE



APPLIED
\$9.95 EACH
BLOCK LETTERS
VERTICAL



\$14.95
EACH

SCHOLAR STOLE FOR HONOR SOCIETY STUDENTS

AVAILABLE IN
WHITE or LIGHT BLUE SATIN
WITH BRIGHT GOLD EMBROIDERED
TORCH of SCHOLARSHIP

HONOR & RECOGNITION CORDS

TOP QUALITY SOLID COLOR 54" CORDS
WITH 3" TASSELS AT EACH END

\$2.95 EACH

Available in...

BRIGHT GOLD - ROYAL BLUE - NAVY BLUE - LIGHT BLUE
RED - MAROON (Burgundy) - COPPER - SILVER / GREY
BLACK - WHITE - FOREST GREEN - PINK - PURPLE - ORANGE

Also available in...

BRIGHT GOLD SINGLE-HEAVY (Thick) STYLE @ \$9.00 each

Other colors in this style are available upon request.

SINGLE-THIN MULTI-COLOR CORDS @ \$5.00 each

---MINIMUM ORDER OF 36 PER COLOR COMBINATION---

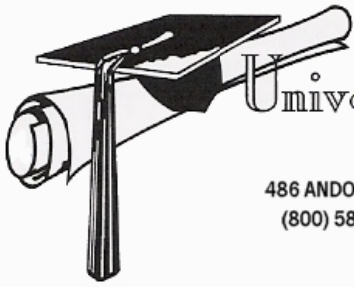
These special order cords in up to 3 colors intertwined are available upon request.

Visible recognition of the achievement of students is easily accomplished with honor and recognition cords. Our single-thin cords can be tied together to form a 2-color double-cord combination.

DUE TO HIGH DEMAND FOR THESE ITEMS, ALLOW 4 WEEKS FROM SUBMITTING ORDER TO REQUESTED "NEED BY" DATE

QTY	COLOR	PRODUCT	EACH	TOTAL
	BRIGHT GOLD	SINGLE-THIN CORDS	\$2.95	\$
	BRIGHT GOLD	DOUBLE-THIN CORDS	\$5.90	\$
	ROYAL BLUE	SINGLE-THIN CORDS	\$2.95	\$
	NAVY BLUE	SINGLE-THIN CORDS	\$2.95	\$
	LIGHT BLUE	SINGLE-THIN CORDS	\$2.95	\$
	RED	SINGLE-THIN CORDS	\$2.95	\$
	MAROON	SINGLE-THIN CORDS	\$2.95	\$
	COPPER	SINGLE-THIN CORDS	\$2.95	\$
	SILVER / GREY	SINGLE-THIN CORDS	\$2.95	\$
	BLACK	SINGLE-THIN CORDS	\$2.95	\$
	WHITE	SINGLE-THIN CORDS	\$2.95	\$
	FOREST GREEN	SINGLE-THIN CORDS	\$2.95	\$
	PINK	SINGLE-THIN CORDS	\$2.95	\$
	PURPLE	SINGLE-THIN CORDS	\$2.95	\$
	BRIGHT GOLD	SINGLE-HEAVY CORDS	\$9.00	\$
	WHITE SATIN	SCHOLAR STOLES	\$14.95	\$
	LT BLUE SATIN	SCHOLAR STOLES	\$14.95	\$
	GOLD SATIN	HONOR STOLES-EMBROIDERED	\$14.95	\$
	GOLD SATIN	HONOR STOLES-APPLIQUED	\$9.95	\$
	BRIGHT GOLD	HONOR TASSELS	\$1.95	\$
		SUBTOTAL	>>>	\$
		SHIPPING & PACKAGING	>>>	\$9.00
		TOTAL	>>>	\$

SHIP TO		
NAME		
SCHOOL - COLLEGE - ORGANIZATION		
STREET ADDRESS		
CITY-TOWN	STATE	ZIP
() - () -	() -	-
PHONE #	FAX #	
____/____/____	____/____/____	____/____/____
ORDER DATE	NEED BY	FOR USE ON
E-MAIL: _____		
<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p>MAIL OR FAX YOUR ORDER TO: UNIVERSITY CAP & GOWN 486 ANDOVER STREET LAWRENCE, MA 01843 FAX: (978) 686-8177</p> </div>		



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Class of 2010 Special Recognition Products

Recognition of those who have achieved and those who have served their class in special positions is an important part of any graduation ceremony.

We help you accomplish this with stoles, cords and medallions. Our gold satin stoles for your class officers provide visible recognition throughout the ceremony. Our bright and attractive medallions for your valedictorian and salutatorian are complete with bright gold neck ribbons.



CLASS OFFICER STOLES

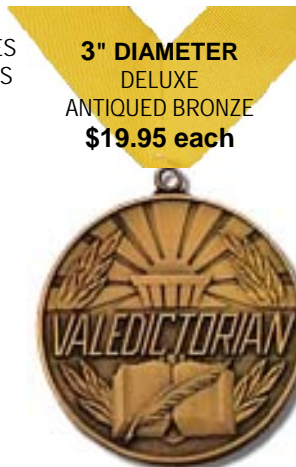


CLASS OFFICER STOLES
\$9.95 each / \$39.80 per set of 4
BRIGHT GOLD SATIN
WITH BLACK SILKSCREENED LETTERING

VALEDICTORIAN and SALUTATORIAN STOLES and MEDALLIONS



VALEDICTORIAN STOLES
SALUTATORIAN STOLES
\$13.00 each
BRIGHT GOLD SATIN
WITH BLACK
SILKSCREENED
LETTERING



3" DIAMETER
DELUXE
ANTIQUED BRONZE
\$19.95 each



2" DIAMETER
BRASS WITH
CLOISSONNE DESIGN
\$13.50 each

Valedictorian & Salutatorian medallions...
Select from our 2" diameter brass medallion with vivid design in royal blue and gold cloisonné, or our deluxe 3" antiques bronze style. Medallions come complete with bright gold neck ribbons. These can be ordered individually or by set.

DUE TO HIGH DEMAND FOR THESE ITEMS, ALLOW 4 WEEKS FROM SUBMITTING ORDER TO YOUR "NEED BY" DATE

QTY	PRODUCT	TYPE	EACH	TOTAL
	STOLE	PRESIDENT	\$9.95	\$
	STOLE	VICE PRESIDENT	\$9.95	\$
	STOLE	SECRETARY	\$9.95	\$
	STOLE	TREASURER	\$9.95	\$
	STOLE	VALEDICTORIAN	\$13.00	\$
	STOLE	SALUTATORIAN	\$13.00	\$
	STOLE	MARSHAL	\$13.00	\$
	STOLE	STUDENT COUNCIL	\$13.00	\$
	STOLE	HISTORIAN	\$13.00	\$
	STOLE	PARLIAMENTARIAN	\$13.00	\$
	MEDALLION - 3"	VALEDICTORIAN	\$19.95	\$
	MEDALLION - 3"	SALUTATORIAN	\$19.95	\$
	MEDALLION - 2"	VALEDICTORIAN	\$13.50	\$
	MEDALLION - 2"	SALUTATORIAN	\$13.50	\$
	SUBTTL:		\$	
	SHIPPING		\$8.00	
	TOTAL:		\$	

Pay only 1 shipping fee when you combine this order with your order for honor cords and stoles.

SHIP TO		
NAME		
SCHOOL - COLLEGE - ORGANIZATION		
STREET ADDRESS		
CITY-TOWN	STATE	ZIP
() - () -		
PHONE #	FAX #	
ORDER DATE	NEED BY	FOR USE ON
E-MAIL:		

MAIL OR FAX YOUR ORDER TO:
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FAX: (978) 686-8177