

ACADEMIC REGALIA ORDER FORM

College Specialties 531 Main Street #954, El Segundo, CA 90245 Phone: 310-641-5535 Email: info@collegespecialties.com

FAX ORDERS TO: 310-943-1547



Customer No. _____

S Individual _____

O Street Address _____

L City _____ County _____ State _____ Zip _____

D Office Phone _____ Best Time To Call _____

T Email address _____

O

Customer No. _____ Herff Jones Order No. _____

S Individual _____

H Street Address _____

I City _____ State _____ Zip _____

P Office Phone _____ Best Time To Call _____

T Email address _____

O

SCHOOL AFFILIATION _____

SCHOOL LOCATION - TOWN & STATE _____

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

Seasonal demands may affect the delivery time on your order.

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
 Marshal model } _____
 Degree Color
 - e.g. PhD. Blue, Arts, Science, etc.

CONTRASTING BRAID TO OUTLINE: (please specify color braid)
 Velvet front panels
 Velvet sleeve chevrons _____

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
DOCTORAL TAM: Black velvet - four sided
 Black velvet - eight sided
TASSEL: Rayon Tassel - color _____
 Gold Silk - optional
 Metallic Gold Bullion - optional
 Metallic Silver Bullion - optional

Please visit academicregalia.herffjones.com for online ordering.

MEASUREMENTS

(Please Give All Information Requested)

MALE FEMALE

1. Height with shoes - top of head to floor _____ feet _____ inches.
2. Chest size - without coat _____ inches.
3. 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.)
4. Cap size _____ inches.
5. Floor clearance desired _____ inches.
 (We will provide a 8" clearance if you do not specify.)
6. 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 _____

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** _____

Sales Professional _____ Customer's Signature _____ Date _____