



**STEP 1**  
COMPLETE THIS FORM AND  
MAIL or FAX IT BY...  
**AT LEAST 12 WEEKS BEFORE  
REQUESTED DELIVERY DATE.**

**CUSTOMER INFORMATION UPDATE – CAPS & GOWNS**

**CONTACT INFORMATION**

SCHOOL: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: (    ) \_\_\_\_\_ - \_\_\_\_\_ FAX: (    ) \_\_\_\_\_ - \_\_\_\_\_

PRINCIPAL: \_\_\_\_\_  
MR. MRS. MS. MISS  
DR. BR. FR.

CLASS ADVISOR: \_\_\_\_\_  
MR. MRS. MS. MISS  
DR. BR. FR.

**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: \$17.95 INCLUDES: ①Cap ②Gown ③Yeardated Tassel ④Individualized Packaging ⑤Shipping  
Special price quoted above 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 – FREEDOM CLOTH

PACKING INSTRUCTIONS:  *THOSE BELOW THAT APPLY*

ALPHABETICALLY – MALES & FEMALES TOGETHER

ALPHABETICALLY – MALES & FEMALES SEPARATE

BY HOMEROOM or SHOP

Your graduation caps and gowns will be provided by University Cap & Gown, one of the most established (founded 1920), respected and reliable cap and gown suppliers in the United States, under agreement with Senior Class / GradGear. Your outfits will be made in the United States of materials manufactured in the United States.

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.

**SPECIAL CUSTOMER NEEDS-REQUESTS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Senior Class

GRADUATION PRODUCTS  
www.SeniorClass.us

# GRAD

gear  
www.GradGear.us

8 NUTMEG DRIVE – NASHUA, NH 03062-2131  
FAX: (603) 595-8428 – E-MAIL: GradGear@keystonetek.com

## 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 – CLASS OF 2011

**SHIP TO:**

\_\_\_\_\_  
SCHOOL NAME

\_\_\_\_\_  
ATTENTION OF

\_\_\_\_\_  
STREET ADDRESS FOR UPS SHIPPING

\_\_\_\_\_  
CITY / TOWN                      STATE                      ZIP

\_\_\_\_\_  
PHONE                                      FAX

**TOTAL COST OF ORDER**

\_\_\_\_\_ OUTFITS @ \$17.95 each = \$\_\_\_\_\_

MAKE CHECK PAYABLE TO: **Senior Class | Grad Gear**  
FOR YOUR RECORDS, OUR FEIN IS: **02-0525806**  
 Check Enclosed   or    Check sent separately

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**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.

LAST NAME	FIRST NAME	GENDER	HOMEROOM	HEIGHT	WEIGHT
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
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		M or F		FT IN	LBS
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		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS

MAKE A COPY FOR YOUR RECORDS BEFORE MAILING

CONTINUED ON NEXT PAGE



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# GRAD

gear  
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8 NUTMEG DRIVE – NASHUA, NH 03062-2131  
FAX: (603) 595-8428 – E-MAIL: GradGear@keystonetek.com

## 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 – CLASS OF 2011

<p><b>SHIP TO:</b></p> <p>_____</p> <p>SCHOOL NAME _____</p> <p>_____</p> <p>ATTENTION OF _____</p> <p>_____</p> <p>STREET ADDRESS FOR UPS SHIPPING _____</p> <p>_____</p> <p>CITY / TOWN _____ STATE _____ ZIP _____</p> <p>_____</p> <p>PHONE _____ FAX _____</p>	<p><b>TOTAL COST OF ORDER</b></p> <p>_____ OUTFITS @ \$22.95 each = \$ _____.</p> <p>MAKE CHECK PAYABLE TO: <b>Senior Class   Grad Gear</b></p> <p>FOR YOUR RECORDS, OUR FEIN IS: <b>02-0525806</b></p> <p><input type="checkbox"/> Check Enclosed or <input type="checkbox"/> Check sent separately</p> <hr/> <p><b>IMPORTANT DATES</b></p> <p>DATE OF ORDER: _____ / _____ / _____</p> <p>DELIVER ORDER BY: _____ / _____ / _____</p> <p>DISTRIBUTION DATE: _____ / _____ / _____</p> <p>GRADUATION DATE: _____ / _____ / _____</p>
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You do not need to submit in alphabetical order. We'll provide you with a listing in alphabetical order. Please print to reduce errors in processing.

Circle one

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LAST NAME	FIRST NAME	GENDER	HOMEROOM	HEIGHT	WEIGHT
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		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
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		M or F		FT IN	LBS
		M or F		FT IN	LBS

**MAKE A COPY FOR YOUR RECORDS BEFORE MAILING**

**CONTINUED ON NEXT PAGE**

# Senior Class

GRADUATION PRODUCTS  
www.SeniorClass.us

# GRAD

gear  
www.GradGear.us

## Payment Options Form

8 NUTMEG DRIVE – NASHUA, NH 03062-2131

FAX: (603) 595-8428 – E-MAIL: GradGear@keystonetek.com

<b>SOLD TO:</b>	
NAME _____	
SCHOOL / COLLEGE / BUSINESS _____	
STREET _____	DEPT. _____
CITY / TOWN _____	STATE _____ ZIP _____
FAX _____	E-MAIL _____

<b>SHIP TO:</b>	
NAME _____	
SCHOOL / COLLEGE / BUSINESS _____	
STREET _____	DEPT. _____
CITY / TOWN _____	STATE _____ ZIP _____
FAX _____	E-MAIL _____

Please complete the information above so that this sheet can be matched to your product order form.

**TYPE PAYMENT BEING MADE:**

- CHECK ENCLOSED – Made payable to SENIOR CLASS | GRAD GEAR
- CHECK TO FOLLOW – Made payable to SENIOR CLASS | GRAD GEAR
- INVOICE US FROM PURCHASE ORDER # \_\_\_\_\_
- CREDIT CARD - PERSONAL
- CREDIT CARD - SCHOOL



VISA - MasterCard  
DISCOVER - American Express

**IF MAKING PAYMENT BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING:**

AMOUNT TO BE CHARGED: \$ \_\_\_\_\_.

CARD #: \_\_\_\_\_

EXP DATE: \_\_\_\_/\_\_\_\_

NAME ON CARD: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PAYMENTS MADE BY CREDIT CARD WILL APPEAR ON YOUR STATEMENT AS ACCEPTED BY UNIVERSITY CAP & GOWN.

**Grad Gear is a division of Keystone InfoTek.**

**FEIN:** 02-0525806  
**ADDRESS:** 8 Nutmeg Drive, Nashua, NH 03062-2131  
**FAX:** 603-595-8428  
**E-MAIL:** gradgear@keystonetek.com  
**WEB SITES:** www.SeniorClass.us and www.GradGear.us

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.