

STEP 1
 COMPLETE THIS FORM AND
 MAIL or FAX IT BY...
**AT LEAST 8 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: _____ 4 EXACT or ESTIMATED

COST PER OUTFIT: \$18.95 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: 4 *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
8 WEEKS BEFORE
REQUESTED DELIVERY DATE

CAP & GOWN MEASUREMENT TRANSMITTAL FORM – CLASS OF 2012

SHIP TO:

SCHOOL NAME

ATTENTION OF

STREET ADDRESS FOR UPS SHIPPING

CITY / TOWN STATE ZIP

PHONE FAX

TOTAL COST OF ORDER

_____ OUTFITS @ \$18.95 each = \$_____.

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

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
		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
		M or F		FT IN	LBS

MAKE A COPY FOR YOUR RECORDS BEFORE MAILING

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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 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 2012

<p>SHIP TO:</p> <p>_____</p> <p>SCHOOL NAME _____</p> <p>ATTENTION OF _____</p> <p>STREET ADDRESS FOR UPS SHIPPING _____</p> <p>CITY / TOWN _____ STATE _____ ZIP _____</p> <p>PHONE _____ FAX _____</p>	<p>TOTAL COST OF ORDER</p> <p>_____ OUTFITS @ \$23.95 each = \$ _____.</p> <p>MAKE CHECK PAYABLE TO: Senior Class Grad Gear</p> <p>FOR YOUR RECORDS, OUR FEIN IS: 02-0525806</p> <p><input type="checkbox"/> Check Enclosed or <input type="checkbox"/> Check sent separately</p> <hr/> <p>IMPORTANT DATES</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

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
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		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
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MAKE A COPY FOR YOUR RECORDS BEFORE MAILING

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Senior Class

GRADUATION PRODUCTS
www.SeniorClass.us

GRAD

gear
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Payment Options Form

8 NUTMEG DRIVE – NASHUA, NH 03062-2131

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

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

SHIP TO:	
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.

Senior Class | 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.