

# Graduation Order Form

\*For Office Use Only

## How to Place Your Order:

1. Fill out your contact information below
2. Select your package and sizing
3. Add accessories to your order
4. Fax Your Complete Order form to **(914) 934-5992**
5. A GraduationSource representative will fax or email you an order confirmation

## 1. Contact Information

- First time ordering with us     Email Me My Confirmation  
 Repeat Customer                       Fax Me My Confirmation

School / Program Name \_\_\_\_\_

Attention Name \_\_\_\_\_

Ship To / School Street Address (No P.O. Boxes) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address (Required so we can send you information regarding your order) \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_

Phone Number \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

Fax Number \_\_\_\_\_ Mobile Number \_\_\_\_\_

### \*\* IMPORTANT INFORMATION - REQUIRED \*\*

Date Needed for Delivery: (DD / MM / YY)\*

Graduation / Ceremony Date: (DD / MM / YY)\*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Have a Discount? Enter your three digit code here:

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

Type of Graduation:

- College     High School     Middle School     Elementary  
 Kindergarten     Preschool     Headstart     Other

## Ordering Options:

Order by Phone: Toll Free: (800) 352-6162 or \*(914) 934-5991 (\*International Customers)

Order by Fax: Fax this back to **(914) 934-5992**

Order by Email: [sales@graduationssource.com](mailto:sales@graduationssource.com)

Order Online: [www.Graduationssource.com](http://www.Graduationssource.com)

**For Multiple Cap & Gown Colors:** Please complete a separate order form.

**For Additional Accessories than shown:** Please complete accessories order form (Page 2)

**GraduationSource**  
Achieving Made Simple

[www.Graduationssource.com](http://www.Graduationssource.com)  
200 William Street • Suite 306  
Port Chester, NY 10573

We accept all major Credit Cards,  
Business Checks & Money Orders.



## 2a. Select Your Gown Package:

OFW-1

- Graduation Gown Only  
 Graduation Cap and Gown  
 Graduation Cap, Gown, and Tassel

Select Fabric Type

- Shiny Polyester  
 Matte Fabric (4-6 Weeks to Ship)

Select Your Gown / Cap Color (Check One Please)

- Black     Sky Blue     White     Red  
 Navy     Emerald     Pink     Maroon  
 Royal     Gold     Purple     Forest

Select Your Tassel Color(s):

Color 1: \_\_\_\_\_

\*Only applies to Cap, Gown, Tassel Package

\*2 Color tassels cost an additional \$1.00 per tassel

Color 2: \_\_\_\_\_

## 2b. Select Your Gown Sizes:

Signet Year: \_\_\_\_\_

| Student Height        | Size      | Weight Under | Qty | <b>FULL-FIT</b><br>PLUS SIZES AVAILABLE<br>Sizes 45, 48, 54, 57, 63 |     |
|-----------------------|-----------|--------------|-----|---|-----|
| 3'6" - 3'8"           | <b>27</b> | 100 LBS      |     |   |     |
| 3'9" - 3'11"          | <b>30</b> | 100 LBS      |     |   |     |
| 4'0" - 4'2"           | <b>33</b> | 100 LBS      |     |   |     |
| 4'3" - 4'5"           | <b>36</b> | 130 LBS      |     | ▼ Order Plus Sizes ▼  |     |
| 4'6" - 4'8"           | <b>39</b> | 180 LBS      |     | Weight Above  | Qty |
| 4'9" - 4'11"          | <b>42</b> | 180 LBS      |     | 180 LBS   |     |
| 5'0" - 5'2"           | <b>45</b> | 180 LBS      |     | 180 LBS   |     |
| 5'3" - 5'5"           | <b>48</b> | 180 LBS      |     | 270 LBS   |     |
| 5'6" - 5'8"           | <b>51</b> | 270 LBS      |     | 270 LBS   |     |
| 5'9" - 5'11"          | <b>54</b> | 270 LBS      |     | 270 LBS   |     |
| 6'0" - 6'2"           | <b>57</b> | 270 LBS      |     | 330 LBS   |     |
| 6'3" - 6'5"           | <b>60</b> | 330 LBS      |     | 330 LBS   |     |
| 6'6" - 6'8"           | <b>63</b> | 330 LBS      |     | 330 LBS   |     |
| 6'9" - 6'11"          | <b>66</b> | 330 LBS      |     |   |     |
| Enter Total Quantity: |           |              |     | PLUS SIZE QTY:  |     |

**Measuring Instructions:** Please measure your students from head to floor. Head measurements are not needed. Please convert all measurements into feet & inches.

## 3. Add Accessories

(For Additional Accessories Please Use order form 2):

Souvenir Cap: Color: \_\_\_\_\_ Quantity: \_\_\_\_\_

Souvenir Tassel: Color 1: \_\_\_\_\_ Quantity: \_\_\_\_\_  
(w/ current year charm) Color 2: \_\_\_\_\_

Plain Stole: Color: \_\_\_\_\_ Quantity: \_\_\_\_\_

Single Cord: Color: \_\_\_\_\_ Quantity: \_\_\_\_\_

ORDER FORM PAGE 1

# Accessories Order Form

## How to Place Your Accessory Order:

1. Fill out contact information below (Please complete contact information on both forms)
2. Select your accessories
3. Fax Your Complete Order form to (914) 934-5992 (Attach with order form 1)
4. A GraduationSource representative will fax or email you an order confirmation

### 1. Contact Information

- First time ordering with us     Same Contact Information as in order form 1  
 Past Customer

School / Program Name \_\_\_\_\_

Attention Name \_\_\_\_\_

Ship To / School Street Address (No P.O. Boxes) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address (Required so we can send you information regarding your order) \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_

Phone Number \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

Fax Number \_\_\_\_\_ Mobile Number \_\_\_\_\_

#### \*\* IMPORTANT INFORMATION - REQUIRED \*\*

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Have a Discount? Enter your three digit code here:

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#### Type of Graduation:

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Order by Email: [orders@graduationssource.com](mailto:orders@graduationssource.com)

Order Online: [www.Graduationssource.com](http://www.Graduationssource.com)

**For Cap & Gown Packages:** Please complete the standard order form.

**For Items requiring Custom Artwork:** Please Call Us to Speak to a custom product specialist

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## 2. Select Your Accessories

OFW-2

### 8 1/2" x 11" Diploma Cover

No Imprinting

| Select Color                   | Quantity |
|--------------------------------|----------|
| <input type="checkbox"/> Black |          |
| <input type="checkbox"/> Navy  |          |
| <input type="checkbox"/> Royal |          |

"Diploma of Graduation" in Gold Foil

|                                |  |
|--------------------------------|--|
| <input type="checkbox"/> Black |  |
| <input type="checkbox"/> Navy  |  |

### Stoles

| Select Type                            | Select Color | Quantity |
|--|--------------|----------|
| <input type="checkbox"/> Plain         |              |          |
| <input type="checkbox"/> Valedictorian | GOLD ONLY    |          |
| <input type="checkbox"/> Salutatorian  | GOLD ONLY    |          |
| <input type="checkbox"/> Honor         | GOLD ONLY    |          |

### Medals

| Select Type                            | Ribbon Color | Quantity |
|--|--------------|----------|
| <input type="checkbox"/> Valedictorian | GOLD ONLY    |          |
| <input type="checkbox"/> Salutatorian  | GOLD ONLY    |          |
| <input type="checkbox"/> Honor         | GOLD ONLY    |          |

### Cords

| Select Type                          | Select Color (s) | Quantity |
|--------------------------------------|------------------|----------|
| <input type="checkbox"/> Single Cord |                  |          |
| <input type="checkbox"/> Double Cord | Cord Color 1:    |          |
|                                      | Cord Color 2:    |          |

### Tassels

| Select Type                          | Select Color(s)       | Quantity |
|--------------------------------------|-----------------------|----------|
| <input type="checkbox"/> One Color   |                       |          |
| <input type="checkbox"/> Two Color   | Color 1:              |          |
|                                      | Color 2:              |          |
| <input type="checkbox"/> Three Color | RED, WHITE, BLUE ONLY |          |

### Diploma Certificates

| Select Type   | Quantity |
|---|----------|
| <input type="checkbox"/> Stock Diploma w/ "Diploma of Graduation" |          |
| <input type="checkbox"/> Graphic Child Diploma - Kindergarten     |          |
| <input type="checkbox"/> Graphic Child Diploma - Headstart        |          |
| <input type="checkbox"/> Graphic Child Diploma - Preschool        |          |