



4 Easy Ways to Order - Phone: (800) 352-6162 - Fax: (914) 934-5992 - Email: support@graduationsource.com - Web: www.GraduationSource.com

ALL NEW & RETURNING CLIENTS MUST COMPLETE THIS FORM PRIOR TO PLACING AN ORDER. ONCE COMPLETED THIS FORM MAY BE EMAILED OR FAXED ALONG WITH YOUR ORDER. KEEPING YOUR ACCOUNT UP-TO-DATE HELPS US TO PROVIDE THE BEST SERVICE POSSIBLE. **THANK YOU FOR YOUR BUSINESS!**

**ACCOUNT STATUS**  New Customer  Returning Customer

**TODAY'S DATE**

### PRIMARY CONTACT INFORMATION

Full Name

First  Last

Job Title

Phone  Fax

Email

Role in Graduation  Work at the school  Sell to the school  
*(Select One)*  Attend the school  Parent of a student  
 No school affiliation

### GRADUATION TYPE

College / University  
 Technical / Vocational  
 High School  
 Middle School / Junior High  
 Elementary School  
 Early Childhood *(Kinder, Pre-K, Etc)*  
 Homeschool  
 House of Worship  
 Other

### BILLING INFORMATION

A/P Contact

Organization

Billing Addr. 1

Billing Addr. 2

Billing City  State  Zip

Bill Phone  Fax

Billing Email

### ORGANIZATION TYPE

Private School  
 Public School  
 Religious School  
 Individual  
 Business  
 Other

### SHIPPING INFORMATION Check box if same as billing

Ship Attn. To:

Organization

Shipping Addr. 1

Shipping Addr. 2

Shipping City  State  Zip

Shipping Phone  Fax

Shipping Email

### TAX INFORMATION

Tax Registration Number

Exemption Status  
 Exempt  Non-Exempt

*If your organization is exempt, a copy of exemption certificate must be attached with account creation form. Failure to do so will result in tax charges.*

### ANNUAL GRADUATION INFORMATION

# of Graduates	# of Ceremonies	Graduation Month(s)	
<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> January	<input type="checkbox"/> September
<input type="checkbox"/> 2-9	<input type="checkbox"/> 2	<input type="checkbox"/> February	<input type="checkbox"/> October
<input type="checkbox"/> 10-24	<input type="checkbox"/> 3	<input type="checkbox"/> March	<input type="checkbox"/> November
<input type="checkbox"/> 25-49	<input type="checkbox"/> 4	<input type="checkbox"/> April	<input type="checkbox"/> December
<input type="checkbox"/> 50-99	<input type="checkbox"/> 5+	<input type="checkbox"/> May	<input type="checkbox"/> Every Month
<input type="checkbox"/> 100-249		<input type="checkbox"/> June	<input type="checkbox"/> Every 3 Months
<input type="checkbox"/> 250-499		<input type="checkbox"/> July	<input type="checkbox"/> Every Other Year
<input type="checkbox"/> 500+		<input type="checkbox"/> August	<input type="checkbox"/> One Time Event

### HOW YOU HEARD ABOUT US?

Email  Twitter  
 Flyer  Yahoo  
 Phone  Google  
 Mail  Facebook  
 Referral  Other

### MARKETING PREFERENCES

**I DO NOT** want to receive the following type of sales and marketing communications:

Email  
 Flyer  
 Phone  
 Mail  
 All of the Above\*

\*Transactional message types will still be sent



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BOTH NEW & RETURNING CUSTOMERS MUST SUBMIT AN ACCOUNT SET-UP FORM ALONG WITH THEIR ORDER. THE ACCOUNT # FIELD BELOW MAY BE LEFT BLANK BY NEW CUSTOMERS ONLY. RETURNING CUSTOMERS ARE URGED TO ENTER THEIR ACCOUNT # TO PREVENT PROCESSING ERRORS. IF ANY INFORMATION IS MISSING ON THE FORM BELOW YOUR ORDER MAY BE DELAYED OR FAIL TO BE PROCESSED. ONCE YOUR COMPLETED ACCOUNT & ORDER FORMS ARE RECEIVED YOU WILL BE SENT AN ORDER CONFIRMATION VIA FAX OR EMAIL WITHIN 48 HOURS. PLEASE REACH OUT TO US IF YOU HAVEN'T RECEIVED AN ORDER CONFIRMATION IN A TIMELY FASHION. THANK YOU FOR ORDERING WITH US! **WE LOOK FORWARD TO SERVING YOU!**

**ORGANIZATION NAME**

**ACCOUNT #**  **ORDER DATE**  **YOUR REF/PO #**

**TIMING IS EVERYTHING: PAYMENT DATE + PROCESSING TIME + SHIPPING METHOD = NEED BY DATE**

**SELECT PROCESSING TIME**

Standard 10 Day  Rush 5 Day

Hot 2 Day  Red Hot 1 Day

\*Ground Shipping Available with Standard Processing Only

**SELECT SHIPPING METHOD**

Ground Est. 2-5 Days

Two-Day 2 Days by 3 PM

Standard Overnight 1 Day by 3 PM

Priority Overnight 1 Day by 10:30 AM

First Overnight 1 Day by 8:30 AM

Intl. Economy Est. 2-5 Days

**ENTER IMPORTANT DATES**

Need by Date

Graduation Date

**STOCK COLOR LIST**

**Stoles, Cords, & Tassels**

Black	Maroon	Red
Pink	Emerald	Sky
Navy	Forest	White
Purple	Gold	Silver
Royal	Orange	Turquoise

**TASSEL DETAILS**

**Enter Color(s)**

1 Color

2 Color

3 Color  Red/White/Royal (Only)

**Select Size**

Child  Adult  Jumbo Enter Qty

**Select Year**

2018  2019

**MEDAL DETAILS**

**Adult Types** Enter Quantity

Valedictorian

Salutatorian

Honor

Graduate

Cum Laude

Magna Cum Laude

Summa Cum Laude

**Child Types** Enter Quantity

Graduate

Kindergarten

Pre-Kinder

Preschool

Head Start

Enter Ribbon Color\*

Black, Forest, Royal, Gold, White, & Red

**DIPLOMA DETAILS**

**Stock Adult Diplomas**

Thermographed

Thermographed & Foiled

Enter Quantity

**Stock Child Diplomas**

Kindergarten

Pre-Kinder

Preschool

Head Start

Enter Quantity

**Stock Child Certificates**

Achievement

Excellence

Participation

Enter Quantity

**DIPLOMA COVER DETAILS**

**Select Color**

Black  Navy  Royal  Maroon  Forest

**Select Size**

8.5 x 11  8 x 10  7 x 9  6 x 8

**Select Type**

Imprinted "Diploma of Graduation"

Blank Enter Qty

**STOLE DETAILS**

**Select Type**

Plain  V-Stole  Sleeveedge\*  Reversible\*  Trim\*  Dual Color\*  Imprinted\*

**Select Size**

Child  Adult

**Select Stock Imprint**

Valedictorian  Salutatorian  Honor  Graduate (Adult)  Graduate (Child)  Class of 20\_\_\_\_

**Enter Color(s)**

Color 1

Color 2

\*4-6 Week Processing

Enter Qty

**CORD DETAILS**

**Select Type**

Single  Double  Intertwined\*

**Enter Color(s)**

Color 1  Enter Qty

Color 2

**PAYMENT INFORMATION** NO ORDER WILL SHIP WITHOUT PRE-PAYMENT (Purchase Orders Accepted from Public Schools for Orders Over \$500)

**SELECT YOUR PAYMENT METHOD**

Credit Card  Purchase Order  Wire Transfer

Mail Check  Fax Check  Money Order

**PAYMENT DETAIL**

Check Date

Check #

**PRICING DETAIL**

Estimate #  Savings Code

Salesperson

**CREDIT CARD INFORMATION**

American Express  Visa  Discover Card  Mastercard

Your card will be authorized at time of order placement and charged upon shipment\*

Credit Card #

Expiration Date  CVV Code  Billing Zip

Signature