



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

2021 2022

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