



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

SELECT YOUR GOWN PACKAGE

PACKAGE TYPE

Cap Only

Gown Only

Cap & Tassel

Cap, Gown, & Tassel

FABRIC TYPE

Shiny

Matte

Recycled (Black Only)

TASSEL COLOR(S)

Color 1

Color 2

Color 3 Red/White/Royal (Only)

SIGNET YEAR

2018

2019

FABRIC COLOR

Black Maroon

Pink Emerald

Navy Forest

Purple Gold

Royal Orange

Red White

Sky Silver

Brown Burgundy

ENTER GOWN SET DETAILS

ORDER STANDARD GOWN SIZES BELOW

Sizes 21-36 = Child Sizes 39-63 = Adult

Size	Height Range	Max. Weight	Quantity
21	2'6" - 2'9"	70 LBS	<input type="text"/>
24	2'10" - 3'1"	70 LBS	<input type="text"/>
27	3'2" - 3'5"	100 LBS	<input type="text"/>
30	3'6" - 3'9"	100 LBS	<input type="text"/>
33	3'10" - 4'1"	100 LBS	<input type="text"/>
36	4'2" - 4'5"	130 LBS	<input type="text"/>
39	4'6" - 4'8"	180 LBS	<input type="text"/>
42	4'9" - 4'11"	180 LBS	<input type="text"/>
45	5'0" - 5'2"	180 LBS	<input type="text"/>
48	5'3" - 5'5"	180 LBS	<input type="text"/>
51	5'6" - 5'8"	270 LBS	<input type="text"/>
54	5'9" - 5'11"	270 LBS	<input type="text"/>
57	6'0" - 6'2"	270 LBS	<input type="text"/>
60	6'3" - 6'5"	330 LBS	<input type="text"/>
63	6'6" - 6'8"	330 LBS	<input type="text"/>

Total Standard Quantity:

ENTER CAP DETAILS

*FOR CAP OR CAP & TASSEL ORDERS ONLY

Size	Quantity
Toddler/Child	<input type="text"/>
Teen/Adult	<input type="text"/>
Total Caps:	<input type="text"/>

ENTER FF GOWN DETAILS

ORDER FULL-FIT GOWN SIZES BELOW

FULL-FIT GOWNS ARE ONLY AVAILABLE IN THE SIZES LISTED BELOW

Size	Min. Weight	Quantity
45	180 LBS	<input type="text"/>
48	180 LBS	<input type="text"/>
51	270 LBS	<input type="text"/>
54	270 LBS	<input type="text"/>
57	270 LBS	<input type="text"/>
60	X	X
63	330 LBS	<input type="text"/>

Total Full-Fit:

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