



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 *(Select One)*

Work at the school Sell to the school

Attend the school Parent of a student

No school affiliation

EVENT LOCATION

- 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
- Public
- Religious
- 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.

CHOIR MEMBER INFORMATION

# of Members	# of Annual Events	Event 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
- Flyer
- Phone
- Mail
- Referral
- Twitter
- Yahoo
- Google
- Facebook
- 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

Custom
40 Day

*Choir gowns and stoles usually take only 20 business days to produce. Your account rep will provide a more accurate time frame once you finalize your order details.

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

Event Date

GOWN STYLE DETAILS

GOWN TYPE

- Shiny
- Cassock
- Cosmos
- Adagio
- Surplice
- Matte
- Melody
- Symphony
- Celebration

PRIMARY COLOR

- Cream
- Red
- Royal
- Purple
- White
- Maroon
- Navy

CONTRAST COLOR*

- Cream
- Red
- Royal
- Purple
- White
- Maroon
- Navy

Embroidery?

- Yes
- No

DESIGN OPTIONS

Embroidery Color

- White
- Black
- Gold

*Contrast Color Available for Adagio, Symphony, & Celebration Gowns Only. Cosmos Contrast is Black Only.

GOWN QUANTITY DETAILS

ORDER STANDARD GOWN SIZES BELOW

Sizes 36-42 = Youth Sizes 45-63 = Adult

Size	Height	Weight	Quantity
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"/>
45FF	5'0" - 5'2"	> 180 lbs	<input type="text"/>
48	5'3" - 5'5"	< 180 lbs	<input type="text"/>
48FF	5'3" - 5'5"	> 180 lbs	<input type="text"/>
51	5'6" - 5'8"	< 270 lbs	<input type="text"/>
51FF	5'6" - 5'8"	> 270 lbs	<input type="text"/>
54	5'9" - 5'11"	< 270 lbs	<input type="text"/>
54FF	5'9" - 5'11"	> 270 lbs	<input type="text"/>
57	6'0" - 6'2"	< 270 lbs	<input type="text"/>
57FF	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"/>
63FF	6'6" - 6'8"	> 330 lbs	<input type="text"/>

Total Gown Quantity:

CHOIR STOLE DETAILS

Choir Stoles Can Be one or Two Colors

Enter Color 1

Enter Color 2













Embroidery? Yes No

Emb. Option #

Emb. Color

Quantity:

EMBROIDERY OPTIONS

<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 
1	2	3
<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 
4	5	6
<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 
7	8	9
<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 
10	11	12

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
- Mail Check
- Purchase Order
- Fax Check
- Wire Transfer
- Money Order

PAYMENT DETAIL

Check Date
Check #

PRICING DETAIL

Estimate # Savings Code
Salesperson

CREDIT CARD INFORMATION

- American Express
- Discover Card
- Visa
- Mastercard

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

Credit Card #

Expiration Date CVV Code Billing Zip

Signature