



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

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

BILLING INFORMATION

A/P Contact

Organization

Billing Addr. 1

Billing Addr. 2

Billing City

State

Zip

Bill Phone

Fax

Billing Email

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

ANNUAL GRADUATION INFORMATION

of Graduates

- ☐ 1
☐ 2-9
☐ 10-24
☐ 25-49
☐ 50-99
☐ 100-249
☐ 250-499
☐ 500+

of Ceremonies

- ☐ 1
☐ 2
☐ 3
☐ 4
☐ 5+

Graduation Month(s)

- ☐ January
☐ February
☐ March
☐ April
☐ May
☐ June
☐ July
☐ August
☐ September
☐ October
☐ November
☐ December
☐ Every Month
☐ Every 3 Months
☐ Every Other Year
☐ One Time Event

TODAY'S DATE

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

ORGANIZATION TYPE

- ☐ Private School
☐ Public School
☐ Religious School
☐ Individual
☐ Business
☐ Other

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.

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*



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

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 ☐ Matte
☐ Cassock ☐ Melody
☐ Cosmos ☐ Symphony
☐ Adagio ☐ Celebration
☐ Surplice

PRIMARY COLOR

☐ Cream ☐ White
☐ Red ☐ Maroon
☐ Royal ☐ Navy
☐ Purple

CONTRAST COLOR*

☐ Cream ☐ White
☐ Red ☐ Maroon
☐ Royal ☐ Navy
☐ Purple

DESIGN OPTIONS

Embroidery?
☐ Yes ☐ No
 Embroidery Color
☐ White ☐ Gold
☐ Black

*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	
39	4'6" - 4'8"	< 180 lbs	
42	4'9" - 4'11"	< 180 lbs	
45	5'0" - 5'2"	< 180 lbs	
45FF	5'0" - 5'2"	> 180 lbs	
48	5'3" - 5'5"	< 180 lbs	
48FF	5'3" - 5'5"	> 180 lbs	
51	5'6" - 5'8"	< 270 lbs	
51FF	5'6" - 5'8"	> 270 lbs	
54	5'9" - 5'11"	< 270 lbs	
54FF	5'9" - 5'11"	> 270 lbs	
57	6'0" - 6'2"	< 270 lbs	
57FF	6'0" - 6'2"	> 270 lbs	
60	6'3" - 6'5"	< 330 lbs	
63	6'6" - 6'8"	< 330 lbs	
63FF	6'6" - 6'8"	> 330 lbs	

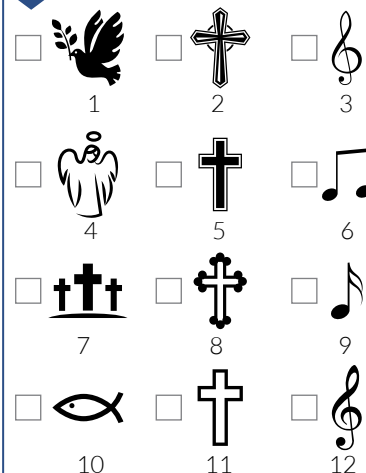
Total Gown Quantity:

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



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