



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

# of Ceremonies

Graduation Month(s)

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

- ☐ 1  
☐ 2  
☐ 3  
☐ 4  
☐ 5+

- ☐ 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*



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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
- ☐ Standard 10 Day
- ☐ Rush 5 Day
- ☐ Hot 2 Day

\*Ground Shipping Available with Custom & 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

All Cap, Gown, & Tam Orders for Products Other Than Economy or Deluxe Styles MUST Use "Custom" Processing.

### SELECT YOUR GOWN PACKAGE

- PACKAGE**
- ☐ Cap Only ☐ Tam Only
- ☐ Gown Only ☐ Gown & Tam
- ☐ Cap & Tassel
- ☐ Cap, Gown, & Tassel
- ☐ Tam, Gown, & Tassel

- DEGREE**
- ☐ BA/BS ☐ MA/MS ☐ PhD/DDs

- STYLE**
- Semi-Shine Fabrics ☐ Economy ☐ Elite
- Matte Fabrics ☐ Deluxe ☐ Premium

- GOWN COLOR**
- ☐ Black ☐ Maroon ☐ Pink
- ☐ Emerald ☐ Navy ☐ Forest
- ☐ Purple ☐ Gold ☐ Royal
- ☐ Orange ☐ Red ☐ White
- ☐ Sky ☐ Burgundy ☐ Brown
- ☐ Silver

- TASSEL COLOR(S)**
- ☐ Color 1 ☐ Color 2 ☐ Color 3
- ☐ Red/White/Royal (Only)

- TASSEL SIGNET YEAR**
- ☐ 2024 ☐ 2025 ☐ None

- TASSEL STYLE**
- ☐ Regular ☐ Deluxe (Jumbo)
- Deluxe Available in Single Colors Only

- PHD ELITE EXT. COLOR OPTIONS**
- ☐ Velvet ☐ Piping

\*Consult Hood List for Velvet Color Options - For Piping Use Gown Color List

### ENTER GOWN DETAILS

#### ORDER STANDARD GOWN SIZES BELOW

Size	Height Range	Weight <	Quantity
39	4'6" - 4'8"	180 LBS	
42	4'9" - 4'11"	180 LBS	
45	5'0" - 5'2"	180 LBS	
48	5'3" - 5'5"	180 LBS	
51	5'6" - 5'8"	270 LBS	
54	5'9" - 5'11"	270 LBS	
57	6'0" - 6'2"	270 LBS	
60	6'3" - 6'5"	330 LBS	
63	6'6" - 6'8"	330 LBS	

Total Standard Quantity:

#### ORDER FULL-FIT GOWN SIZES BELOW

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

Size	Weight >	Quantity
45	180 LBS	
48	180 LBS	
51	270 LBS	
54	270 LBS	
57	270 LBS	
60	X	X
63	330 LBS	

Total Full-Fit:

### ENTER CAP & TAM DETAILS

#### CAP OPTIONS

Style	Quantity
Semi-Shine Economy/Deluxe	
Matte Premium/Elite	
Shiny Associates	

#### TAM OPTIONS

Style	Color	Size	Sides	Quantity
<input type="checkbox"/> Plain No Bullion	<input type="checkbox"/> Black	<input type="checkbox"/> Small	<input type="checkbox"/> 4	
<input type="checkbox"/> Deluxe Gold Bullion	<input type="checkbox"/> Royal*	<input type="checkbox"/> Medium	<input type="checkbox"/> 6	
<small>*Custom Color Min. Qty 10</small>	<input type="checkbox"/> Red*	<input type="checkbox"/> Large	<input type="checkbox"/> 8	

### 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