



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*



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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

If you need your hoods sooner you may double check with a sales rep to see if a faster time frame may be available. Generally orders are completed sooner than 40 days, however delivery is not guaranteed until up to 40 days from payment.

SELECT SHIPPING METHOD

- | | |
|---|-------------------|
| <input type="checkbox"/> Ground | Est. 2-5 Days |
| <input type="checkbox"/> Two-Day | 2 Days by 3 PM |
| <input type="checkbox"/> Standard Overnight | 1 Day by 3 PM |
| <input type="checkbox"/> Priority Overnight | 1 Day by 10:30 AM |
| <input type="checkbox"/> First Overnight | 1 Day by 8:30 AM |
| <input type="checkbox"/> Intl. Economy | Est. 2-5 Days |

ENTER IMPORTANT DATES

Need by Date

Graduation Date

COLOR

DEGREE

QTY

	Apricot	Nursing	<input type="checkbox"/>
	Brown	Fine Arts	<input type="checkbox"/>
	Copper	Economics	<input type="checkbox"/>
	Crimson	Journalism	<input type="checkbox"/>
	Light Blue	Education	<input type="checkbox"/>
	Gray	Veterinary Science	<input type="checkbox"/>
	Kelly Green	Medicine	<input type="checkbox"/>
	Lemon	Library Science	<input type="checkbox"/>
	Peacock	Public Administration	<input type="checkbox"/>
	Dark Blue	Philosophy	<input type="checkbox"/>
	Lilac	Dentistry	<input type="checkbox"/>
	Maize	Agriculture	<input type="checkbox"/>
	Olive Green	Pharmacy	<input type="checkbox"/>
	Orange	Engineering	<input type="checkbox"/>
	Golden Yellow	Sciences	<input type="checkbox"/>
	Pink	Music	<input type="checkbox"/>
	Purple	Law	<input type="checkbox"/>
	Russet	Forestry	<input type="checkbox"/>
	Salmon	Public Health	<input type="checkbox"/>
	White	Arts & Humanities	<input type="checkbox"/>
	Scarlet	Theology	<input type="checkbox"/>
	Silver	Oratory / Speech	<input type="checkbox"/>
	Drab	Business	<input type="checkbox"/>
	Citron	Social Work	<input type="checkbox"/>
	Sage Green	Physical Education	<input type="checkbox"/>

You may select multiple degree types per order form. However, the details section must apply to all hoods ordered on this form.

HOOD DETAILS

Additional Colors
(Enter Selection)

Chevron Color
Lining Color

Degree Type
(Select One)

- Bachelors ☐
Masters ☐
Doctoral ☐

Fabric Type
(Select One)

- Deluxe (Semi-Finish) ☐
Premium (Matte Finish) ☐

Enter Quantity

Deluxe Hoods Match Up With Economy & Deluxe Gowns.
Premium Hoods Match Up With Premium & Elite Gowns.

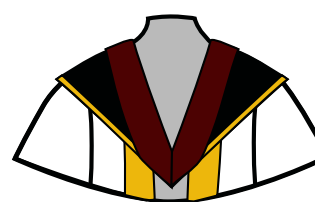
HOOD STYLE BY DEGREE LEVEL



Bachelors Hood



Masters Hood



Doctoral Hood



*Shell Color On All Hoods is Black Only.
To Order Multiple Degree Types Use Multiple Order Forms.

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