



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

Custom
40 Day

If you need your stoles 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

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

COLOR LIST

Stole Colors Available

Black	Maroon	Red
Pink	Emerald	Sky
Navy	Forest	White
Purple	Gold	Silver
Royal	Orange	Turquoise

STOLE TYPES (Minimum Custom Stole Order Qty = 10)

Select Type

(A) Plain
 (B) Sleeve Edge
 (C) Trim
 (D) Reversible
 (E) Dual 1
 (F) V Stole

STOLE COLOR

Enter Color 1

Enter Color 2 (Reversible & Dual Only)

STOLE DETAILS

<p>Select Size (All But V Type)</p> <input type="checkbox"/> 36" <input type="checkbox"/> 60" <input type="checkbox"/> 66" <input type="checkbox"/> 72"	<p>Select Size (V Type Only)</p> <input type="checkbox"/> 33" <input type="checkbox"/> 39" <input type="checkbox"/> 45"	<p>Select Imprint Method</p> <input type="checkbox"/> Dye Screen-printed <input type="checkbox"/> Stitch Embroidered <input type="checkbox"/> Vinyl Heat Pressed	<p>Select Imprint</p> <input type="checkbox"/> Words <input type="checkbox"/> Images* <input type="checkbox"/> Both	<p>Imprint Location</p> <input type="checkbox"/> Left Side <input type="checkbox"/> Right Side <input type="checkbox"/> Both Sides <input type="checkbox"/> Centered (V Stole Only)	<p>Imprint Colors Enter Up To 4 Colors</p> <p>1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/></p>	<p>Trim Option (Sleeve & V Only)</p> <input type="checkbox"/> Yes (Enter Color Below) <input type="text"/> <input type="checkbox"/> No
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* Standard Child Size

Artwork Required? Yes No, Art is Attached

Images Must be in High Res Formats: 300 DPI or Higher AI, PDF, JPEG, or TIFF

CUSTOM DETAILS

<p>Select Font</p> <input type="checkbox"/> Verdana <input type="checkbox"/> Old English <input type="checkbox"/> Times New Roman <input type="checkbox"/> Book Antiqua	<p>Enter Wording</p> <p>Left Side <input type="text"/> Right Side <input type="text"/> Center (V Only) <input type="text"/></p>	<p>Wording Orientation</p> <input type="checkbox"/> Vertical <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical <input type="checkbox"/> Horizontal <input type="checkbox"/> Horizontal Only	<p>Image Location</p> <input type="checkbox"/> Left Side <input type="checkbox"/> Right Side <input type="checkbox"/> Both Sides <input type="checkbox"/> Centered (V Stole Only)	<p><input type="text"/> Enter Quantity</p>
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PAYMENT INFORMATION NO ORDER WILL SHIP WITHOUT PRE-PAYMENT (Purchase Orders Accepted from Public Schools for Orders Over \$500)

<p>SELECT YOUR PAYMENT METHOD</p> <input type="checkbox"/> Credit Card <input type="checkbox"/> Mail Check <input type="checkbox"/> Purchase Order <input type="checkbox"/> Fax Check <input type="checkbox"/> Wire Transfer <input type="checkbox"/> Money Order	<p>PAYMENT DETAIL</p> <p>Check Date <input type="text"/> Check # <input type="text"/></p>	<p>PRICING DETAIL</p> <p>Estimate # <input type="text"/> Savings Code <input type="text"/> Salesperson <input type="text"/></p>
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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