



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	SELECT SHIPPING METHOD	ENTER IMPORTANT DATES
<input type="checkbox"/> Custom <input checked="" type="checkbox"/> 40 Day <p><small>Diplomas usually take only 10 business days to produce. Your account rep will provide a more accurate time frame once you finalize your order details.</small></p>	<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	Need by Date <input type="text"/> Graduation Date <input type="text"/>

DIPLOMA OPTIONS (Minimum Quantity for Custom Diplomas is 25)

Select Size	Select Color	Select Paper	Select Logo Type	Select Foil Color	Select Artwork Note	Select Print Type
<input type="checkbox"/> 6 x 8 <input type="checkbox"/> 7 x 9 <input type="checkbox"/> 8 x 10 <input type="checkbox"/> 8.5 x 11 <input type="checkbox"/> 11 x 14	<input type="checkbox"/> White <input type="checkbox"/> Ivory <input type="checkbox"/> Multi-Color (Not Foil)	<input type="checkbox"/> Parchment <input type="checkbox"/> Vellum <input type="checkbox"/> Classic Crest	<input type="checkbox"/> 1 Color Foil <input type="checkbox"/> 2 Color Foil <input type="checkbox"/> Multi-Color (Not Foil)	<input type="checkbox"/> Gold <input type="checkbox"/> Silver <input type="checkbox"/> No Foil	<input type="checkbox"/> Artwork Attached <input type="checkbox"/> Artwork Required	<input type="checkbox"/> Flat <input type="checkbox"/> Thermographed
	Select Orientation <input type="checkbox"/> <input type="checkbox"/>	Select Header <input type="checkbox"/> Arched <input type="checkbox"/> Straight	Select Header Detail <input type="checkbox"/> Shadowed <input type="checkbox"/> Plain Print	Select Name Options <input type="checkbox"/> No, Printing Names Not Required <input type="checkbox"/> Yes, Print Individual Student Names		

SIGNATURE OPTIONS	CONTENT DETAILS
<p>Collect Signatures Below</p> <p>1 <input type="text"/></p> <p>2 <input type="text"/></p> <p>3 <input type="text"/></p> <p>4 <input type="text"/></p>	<p>Enter Job Titles Below</p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p>
	<p>Enter Full Text To Be Printed on Diploma</p> <p><input type="text"/></p> <p>Enter Quantity <input type="text"/></p>

PAYMENT INFORMATION NO ORDER WILL SHIP WITHOUT PRE-PAYMENT (Purchase Orders Accepted from Public Schools for Orders Over \$500)

SELECT YOUR PAYMENT METHOD	PAYMENT DETAIL	PRICING DETAIL
<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	Check Date <input type="text"/> Check # <input type="text"/>	Estimate # <input type="text"/> Salesperson <input type="text"/> Savings Code <input type="text"/>
CREDIT CARD INFORMATION <input type="checkbox"/> American Express <input type="checkbox"/> Discover Card <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <p><small>Your card will be authorized at time of order placement and charged upon shipment*</small></p>	Credit Card # <input type="text"/> Expiration Date <input type="text"/> CVV Code <input type="text"/> Billing Zip <input type="text"/> Signature <input type="text"/>	