



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

IMPORTANT DATES

Need by Date

Graduation Date

Processing Times will be explained by your rep once you finalize your custom cover type and

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

CUSTOM COVER TYPE

Leathergrain (Padded - PLG) Padded Vinyl*

Unpadded Leatherette Unpadded Vinyl*

Paper Oxford Unpadded Pellac*

Die-Cut Linen

*Min Order Qty 50
All Others Min Qty 25

EXTERIOR OPTIONS (Please verify with your rep the options you select are available for your cover type)

<p>Select Size</p> <p><input type="checkbox"/> 5x7</p> <p><input type="checkbox"/> 6x8</p> <p><input type="checkbox"/> 8x10</p> <p><input type="checkbox"/> 8.5x11*</p> <p><input type="checkbox"/> 11x14</p> <p><small>Vinyl and Die-Cut Available in 8.5x11 Only</small></p>	<p>Select Layout</p> <p><input type="checkbox"/> </p> <p><input type="checkbox"/> </p>	<p>Select Color</p> <p><input type="checkbox"/> Black</p> <p><input type="checkbox"/> White</p> <p><input type="checkbox"/> Navy</p> <p><input type="checkbox"/> Royal</p> <p><input type="checkbox"/> Burgundy</p> <p><input type="checkbox"/> Green</p> <p><input type="checkbox"/> Brown</p> <p><input type="checkbox"/> Purple</p> <p><input type="checkbox"/> Red</p>	<p>Select Emboss</p> <p><input type="checkbox"/> Single Emboss </p> <p><input type="checkbox"/> Double Emboss </p> <p><input type="checkbox"/> No Emboss</p> <p><small>(Cover Blind Embossing)</small></p>	<p>Select Foil Color</p> <p><input type="checkbox"/> Gold</p> <p><input type="checkbox"/> Silver</p> <p><input type="checkbox"/> Black</p> <p><input type="checkbox"/> White</p> <p><input type="checkbox"/> Full-Color (Silkscreen Only)</p>	<p>Select Foil Font</p> <p><input type="checkbox"/> Old English</p> <p><input type="checkbox"/> Script</p> <p><input type="checkbox"/> Athletic Block</p> <p><input type="checkbox"/> Custom</p> <p>Enter Cover Quantity</p> <p><input type="text"/></p>
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FOIL IMPRINT DETAILS

Enter Foil Text (Skip this if using logo option)

Line 1

Line 2

Line 3

Select Logo Option

Yes, Logo No, Logo

*Logo Designs Must be Emailed in High Resolution Formats
*File Formats Accepted are PDF, AI, JPEG, & TIFF
*Logo's Must be Emailed Along with Order Form

INTERIOR OPTIONS (Moire & Ribbon Color Options are for Padded Leathergrain Covers Only)

<p>Select Panel Layout</p> <p><input type="checkbox"/> Single K-Panel</p> <p><input type="checkbox"/> Double K-Panel</p> <p><input type="checkbox"/> Single Moire (With K-Panel)</p> <p><input type="checkbox"/> Double Moire (No K-Panel)</p> <p><small>*Moires are Patterned Silk K-Panels are typically used on side with diploma</small></p>	<p>Moire Colors</p> <p><input type="checkbox"/> Black</p> <p><input type="checkbox"/> White</p> <p><input type="checkbox"/> Navy</p> <p><input type="checkbox"/> Royal</p> <p><input type="checkbox"/> Burgundy</p> <p><input type="checkbox"/> Green</p> <p><input type="checkbox"/> Brown</p> <p><input type="checkbox"/> Purple</p> <p><input type="checkbox"/> Red</p> <p><input type="text"/></p>	<p>Select Ribbon Layout</p> <p><input type="checkbox"/> Single Set (4 Ribbons)</p> <p><input type="checkbox"/> Double Set (8 Ribbons)</p> <p><small>*Single Holds One Diploma *Double Holds Two Diplomas</small></p>	<p>Ribbon Colors</p> <p><input type="checkbox"/> Black</p> <p><input type="checkbox"/> White</p> <p><input type="checkbox"/> Navy</p> <p><input type="checkbox"/> Royal</p> <p><input type="checkbox"/> Burgundy</p> <p><input type="checkbox"/> Green</p> <p><input type="checkbox"/> Brown</p> <p><input type="checkbox"/> Purple</p> <p><input type="checkbox"/> Red</p> <p><input type="text"/></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> <p><input type="checkbox"/> Credit Card <input type="checkbox"/> Purchase Order <input type="checkbox"/> Wire Transfer</p> <p><input type="checkbox"/> Mail Check <input type="checkbox"/> Fax Check <input type="checkbox"/> Money Order</p>	<p>PAYMENT DETAIL</p> <p>Check Date <input type="text"/></p> <p>Check # <input type="text"/></p>	<p>PRICING DETAIL</p> <p>Estimate # <input type="text"/></p> <p>Salesperson <input type="text"/></p>
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CREDIT CARD INFORMATION

American Express Visa

Discover Card Mastercard

Your credit or debit card will be authorized at time of order placement and charged upon shipment*

Credit Card #

Expiration Date CVV Code Billing Zip

Signature