



4 Easy Ways to Order - Phone: 1-866-217-1064 - Fax: 657-295-2221 - Email: hello@graduationcapandgown.com - Website: www.graduationcapandgown.com

Please note that the standard processing time for all bulk quantity orders & custom products is approximately 4 - 6 weeks. The processing times listed below are based on in-stock products. Expedited processing is available. Additional fees may apply.

## SHIPPING INFORMATION

Organization Name

Attention To:

Street Address 1

Street Address 2

City  State  Zip

Telephone #  Fax #

Organization Type  High  Middle  Elementary  College/University  Early Childhood  Religious  
 Technical/Vocational  Homeschool  Individual  Business  Other

## PRIMARY CONTACT INFORMATION

Primary Contact

Primary Email

Primary Name

Primary Email

Billing Contact

Billing Email

(Please Note) Providing multiple contacts ensures that we are able to stay in touch. Always provide at least three contacts for your school. Without a valid email address your order cannot be processed!

### SELECT PROCESSING TIME\*

3-4 Weeks (Custom Processing Time)

### SELECT SHIPPING METHOD

5-7 Days (Ground)  3 Days (Select)

2 Day Air (Rush)

### ENTER REQUIRED DATES

	Month	Day	Year
In Hand Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Graduation Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

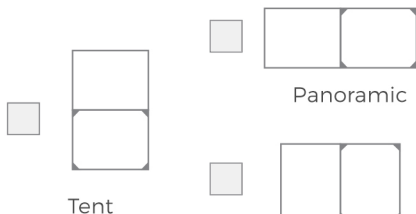
**HOW ORDER TIMING WORKS: PROCESSING TIME + SHIPPING DURATION = TOTAL DELIVERY TIME**

## EXTERIOR OPTIONS (Minimum Quantity for Custom Diploma Covers is 25)

### Select Size

- 6 x 8  
 7 x 9  
 8 x 10  
 8.5 x 11  
 11 x 14



### Select Layout



### Select Color

- Black  
 White  
 Navy  
 Royal  
 Burgundy  
 Green  
 Brown  
 Purple  
 Red

### Select Emboss Cover Blind Embossing

- Single Emboss 
- Double Emboss 
- No Emboss

### Select Foil Color

- Gold  
 Silver  
 Black  
 White

### Select Foil Font

- Old English  
 Script  
 Athletic Block  
 Custom

## FOIL IMPRINT DETAILS

### Enter Foil Text

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

## SELECT LAYOUT INTERIOR OPTIONS

### Select Panel Layout

- Single Moire (With K-Panel)  Double Moire (No K-Panel)

\*Moires are Patterned Silk  
 \*K-Panel Typically Used on Side for Diploma

### Select Ribbon Layout



\*Single Holds One Diploma - Double Holds Two Diplomas

### Select Moire Color

- White  
 Gold

### Select Ribbon Color

- Black  White  Navy  
 Royal  Burgundy  Green  
 Brown  Purple  Red

Enter Total  
Quantity Needed

## PAYMENT INFORMATION (Please note orders will not ship until paid in full)

### SELECT YOUR PAYMENT METHOD

- Credit Card  Purchase Order  Wire Transfer  
 Mail Check  Fax Check  Money Order

### PAYMENT DETAIL

PO #

Check #

## SALES REP INFORMATION

Salesperson  Savings Code

Estimate #

**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 Number:

Expiration Date:  CVV Code:  Billing Zip:

Signature Authorization: