

MiniGrad® Order Form

Mailing Address:

Contact _____

School Name _____

Street Address (P.O. Box for Alaska & Hawaii only) _____

City _____ State _____ Zip _____ () - _____
 () / / _____
 Daytime Phone _____ Date Needed _____

Email _____

Order online at:
www.thomasrobes.com

Shipping & Billing Address:

Contact or School Name _____

Street Address (P.O. Box for Alaska & Hawaii only) _____

City _____

State _____ Zip _____

Important: All orders must be prepaid with **ONE** check: money order, certified check, or school check only.
Orders with multiple checks will be returned or delayed.

Height	42" - 46"	47" - 51"	52" - 54"	B = Basic Mini-Grad® Cap & Gown Set Refer to Catalog Page 2. D = Deluxe Mini-Grad® Cap & Gown Set M = Matte S = Shiny					
Gown Length	30"	33"	36"	Package B or D	Cap & Gown Fabric/Color	Tassel Color	Diploma Style	Price	Total

**Fill in the order form - OR -
 Check Diploma Style desired:**
 3300D 3300GG 3300DST
 5926 5928
 (Default Style 3300D is sent to you if your choice is not indicated.)

Mini-Grad® T-Shirt with Cap Set M = Matte S = Shiny							
Quantity	Size	T-Shirt Style	Cap Fabric/Color	Tassel Color	Price	Total	



MiniGrad® Caps & Gowns 2018

Place your credit card order by phone:

1-800-537-2575

Discover, VISA, Mastercard accepted only



Send all MiniGrad® cap and gown orders to:
Thomas Creative Apparel, Inc.
 One Harmony Place, New London, OH 44851

Phone: (419) 929-1506 Fax: (419) 929-0122

Website: www.thomasrobes.com Email: info@thomasrobes.com

Not responsible for lost or damaged shipments by carrier.
 Purchase orders accepted at company discretion.

3300CT Mini-Grad® Cap & Tassel with Date Universal size. One size fits all. M = Matte S = Shiny				
Quantity	Cap Fabric/Color	Tassel Color	Price	Total

3300T Mini-Grad® Tassel with Date Fits 7-7/8" Hat Top			
Quantity	Tassel Color	Price	Total
Subtotal:			

Method of Payment

Payment must accompany all orders.
School Check, Certified Check, or Money Order Only

Please send **ONE** School Check
made payable to:
Thomas Creative Apparel, Inc.

Call with any questions:

1-800-537-2575

Please fill out all information clearly.



- Payment by money order, certified check, or credit card will speed up delivery.
- Payment by personal check will require a three week delay before your order can be processed.
- Full payment is required with your order – **ONE** check please.
- Purchase Orders accepted at company discretion.

Signature required for credit card orders

Cardholder First Name (Please print)

Last name

Street Address

City

State

Zip

()

Day Phone

()

Evening Phone

Account Number (16 digits)

Expiration Date

Security Code
(back of card)

Need your order before one week?

We require TWO days to process RUSH orders.

Call for special quotation for 3-Day, 2-Day & Overnight Delivery.

Ordering information for MiniGrad® Caps and Gowns

- ★ Due to seasonal demand, order as far in advance as possible.
- ★ Please keep a copy of the order for your files.
- ★ **Review orders upon receipt.**
- ★ Any claims or discrepancies must be reported within FIVE days following delivery.
- ★ A 15% restock fee will be charged for all returns or exchanges.
- ★ Shipping charges are non-refundable.
- ★ Use the Return/Exchange form included with your order.
- ★ **We will not be held responsible for discrepancies on RUSH orders.**
- ★ Please allow for shipping time.
- ★ Fax orders only if using a credit card as payment.
- ★ **DO NOT fax any checks.** Checks are only accepted when received with your mail order.
- ★ Duplicate orders are your responsibility.
- ★ **Please do not fax and mail the same order.** Do one or the other – not both.
- ★ Our weekly business hours are 8:00AM–4:30PM E.S.T. During April and May, those hours are 8:00AM–5:00PM. We are closed on Saturday and Sunday.
- ★ **Once processed, orders cannot be changed.**
- ★ **Samples**
We invite examination of the superb quality and style of MiniGrad® apparel. A sample cap, gown and tassel of your choice will be shipped on receipt of **\$25.80 for Matte** or **\$23.80 for Shiny**. A refund of **\$15.00** will be made if the sample is returned within 20 days.

Please **DO NOT** fax, email and mail the same order.
Duplicate orders are your responsibility.
Please call to confirm our receipt of your faxed or emailed order.



One Harmony Place
New London, Ohio 44851