

MiniGrad® Order Form

Mailing Address

Contact _____

School Name _____

Street & P.O. Box _____

City _____ State _____ Zip Code _____ Fax Number _____
(incorrect or incomplete address information will delay shipment of your order.)

(area code) Daytime Telephone _____ Date needed _____

Email address _____



Order on line at:
<http://www.thomasrobes.com>

Shipping Address

Contact or School Name _____

Street _____ Address (Street & P.O. Box Number) _____

City _____

State _____ Zip Code _____

IMPORTANT: All orders must be prepaid with one check. Money order, certified or school check only.
Orders with multiple checks will be returned or delayed.

Height	42" - 46"	47" - 51"	52" - 54"	B= Basic MiniGrad® Cap & Gown Set D= Deluxe MiniGrad® Cap & Gown Set M=Matte S=Shiny					
				Package B or D	Cap & Gown Fabric / Color	Tassel Color	Diploma Style	Price Each	Total
Gown Length	30"	33"	36"						
Note: Red/White & Blue variegated tassels are available for use with sets and caps at the same price. Please specify VT in tassel color.									

Fill in the order form - OR - Check Diploma style desired:

3300GG 3300DST 5926

5928 no diploma

(Default Style 3300GG is sent to you if your choice is not indicated.)

MiniGrad® T-Shirt with Cap Set Universal size. One size fits all						M=Matte S=Shiny	
Quantity	Size	T-Shirt Style	Cap Fabric/Color	Tassel Color	Price Each	Total	



MiniGrad® caps and gowns

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

Place your credit card order by phone

1-800-537-2575



Send all MiniGrad cap and gown orders to:

Thomas Creative Apparel, Incorporated

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

3300T MiniGrad® Tassel with Date			
Quantity	Tassel Color	Price Each	Total

MiniGrad®

caps and gowns 2024



THOMAS CREATIVE APPAREL, INC.

Fax: 419-929-0122
 available 24 hrs/day, 7 days/week
 for your convenience.

Total Quantity	Item No.	Description	Price Ea.	Total
	5939	Honor Cord <input type="checkbox"/> White <input type="checkbox"/> Royal <input type="checkbox"/> Gold <input type="checkbox"/> Red	5.00	
	PS	Patriotic T-Shirt ___ Small (6/8) ___ Med (10/12) ___ Lg (14/16)	7.00	
	5937	MiniGrad® T-Shirt ___ Small (6/8) ___ Medium (10/12)	8.75	
	GG	GrowingGrad® Bright Future T-Shirt ___ Small (6/8) ___ Medium (10/12)	8.75	
	5937SP	Star T-Shirt ___ Small (6/8) ___ Medium (10/12)	8.75	

Subtotal of all items

Ohio residents only - add 7.25% Sales Tax
 (or send tax exempt certificate)

Shipping Charges (from chart or phone quote)

Add additional \$10 to shipping chart for delivery to AK and HI -
 Call for shipping quote to Canada and outside the Continental US

Rush Fee - Only applies to standard deliveries

TOTAL ORDER

Note: \$10.00 Minimum order

ENCLOSE one check only

Shipping and Handling Charges

	Standard Delivery 2-3 Weeks From Date Received		Standard Delivery 2-3 Weeks From Date Received	
\$.01 – \$24.99	\$15.95	\$700. – \$799.99	\$42.25	
\$25. – \$49.99	\$17.95	\$800. – \$999.99	\$47.00	
\$50. – \$99.99	\$18.95	\$1000.–\$1999.99	\$59.00	
\$100. – \$149.99	\$20.95	\$2000.–\$2399.99	\$72.00	
\$150. – \$199.99	\$21.95	\$2400. -\$2799.99	\$83.00	
\$200. – \$299.99	\$27.95	\$2800. -\$2999.99	\$113.00	
\$300. – \$399.99	\$29.95	\$3000.00 and	Call for charges	
\$400. – \$499.99	\$32.90	over - please call		
\$500. – \$699.99	\$40.25	for special quote		

**Rush Fee - Call for special quotation -
 3rd Business day, & Special shipping
 2nd Business day & Overnight delivery**



Method of Payment

Payment must accompany all orders

School Check, Certified Check or Money Order Only

Please send **one** check made payable to:
Thomas Creative Apparel, Inc.

Call with any questions
1-800-537-2575
Please fill out all information clearly.



- A money order, certified check or credit card will speed up delivery.
- Any personal checks received will cause a delay in processing the order.
- Full payment required with order – one check please.

Please DO NOT fax/email and mail the same order. Duplicate orders are your responsibility.

Signature required for credit card orders _____

Cardholder First Name (Please Print) Last Name _____

Street Address _____

City _____

State _____ Zip _____

Area Code _____ Day Phone _____

Area Code _____ Evening Phone _____

Account Number (16 digits) _____

Expiration Date _____ Security Code (back of card) _____

Need your order before 1 week?

Order processing is 72 hours (Plus shipping time).

If needed prior to 72 hours, a rush option is available. We require 2 days processing of order for rush orders. Add a \$25.00 Rush Fee if standard shipping is desired. The Rush fee will be included in Overnight and 2 Day shipping quotes. (The Rush Fee covers the cost of processing the order in 2 days.)

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 nonrefundable. Use Return/ Exchange form included w/ order

Not responsible for discrepancies on rush orders

Please allow for shipping time

Fax orders only if using credit card as payment

DO NOT fax any checks. Checks are only accepted when received with your mail order

Duplicate orders are your responsibility

Business hours are from 8 AM to 4:30 PM E.S.T. on weekdays. 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 **\$27.95**. A refund of **\$18.00** will be made if the sample is returned within 20 days.