

placement and charged upon shipment

## CUSTOM DIPLOMA COVER FORM

4 Easy Ways to Order - Phone: 1-714-783-7779 - Fax: 1-657-295-2221 - Email: hello@graddiplomacover.com Website: www.graddiplomacover.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. PRIMARY CONTACT INFROMATION SHIPPING INFORMATION Organization Name **Primary Contact** Attention To: Primary Email Primary Name Street Adress 1 Primary Email Street Adress 2 State City Zip Billing Contact Billing Email Telephone # Fax # Elementary Religious Middle College / University Early Childhood Organization Type (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 Technical/Vocational Homeschool Other Individual Business Circle One SELECT PROCESSING TIME\* SELECT SHIPPING METHOD ENTER REQUIRED DATES Month Day Year 3 Days (Select) 5-7 Days (Ground) 3-4 Weeks (Custom Processing Time) In Hand Date 2 Day Air (Rush) Graduation Date HOW ORDER TIMING WORKS: PROCESSING TIME + SHIPPING DURATION = TOTAL DELIVERY TIME EXTERIOR OPTIONS (Minimum Quantity for Custom Diploma Covers is 25) Select Size Select Color Select Foil Color Select Layout Select Emboss Select Foil Font Cover Blind Embossing Black 6 x 8 Single Emboss White Old English Gold 7 x 9 Navy Script Royal Silver 8 x 10 Panoramic Burgundy Double Emboss Athletic Block Black 8.5 x 11 Green Custom White Brown 11 X 14 Tent Purple Red No Emboss FOIL IMPRINT DETAILS SELECT LAYOUT INTERIOR OPTIONS **Enter Foil Text** Select Panel Layout Select Ribbon Layout Line 1 Single Moire Double Moire Line 2 (With K-Panel) (No K-Panel) Single Set Double Set (4 Ribbons) (8 Ribbons) Line 3 'Moires are Patterned Silk \*Single Holds One Diploma - Double Holds Two Diplomas \*K-Panel Typically Used on Side for Diploma Select Logo Option Select Ribbon Color Select Moire Color No, Logo **Enter Total** Yes, Logo **Quantity Needed** White Black Navy White \*Logo Designs Must be Emailed in High Resolution Formats Royal Burgundy Green Gold \*File Formats Accepted are PDF, AI, JPEG, & TIFF Brown Purple Red 'Logo's Must be Emailed Along with Order Form PAYMENT INFORMATION (Please note orders will not ship until paid in full) SALES REP INFORMATION SELECT YOUR PAYMENT METHOD PAYMENT DETAIL Salesperson Savings Code PO# Credit Card Purchase Order Wire Transfer Estimate # Mail Check Fax Check Money Order Check # CREDIT CARD American Express Visa Credit Card Number: Discover Card Mastercard INFORMATION **Expiration Date:** CVV Code: Billing Zip: Your card will be authorized at time of order

Signature Authorization: