

# *Academic Cap & Gown*

20644 Superior Street, Chatsworth, CA 91311 • Toll Free (800) 626-5000 • [www.academicapparel.com](http://www.academicapparel.com)

## Masters Form Package Order Instructions

**Step 1. Choose your robe fabric type** (Usually Seville or Islander). An explanation of the differences between our fabric types is provided on our web site or catalog.

**Step 2. Determine your colors.** Your hood colors are based on the university you graduated from, and your degree or discipline. If you have degrees from more than one university, you use the university with the highest degree. Your university will have specific colors for the hood (usually a field and a chevron, but sometimes just a field color, sometimes more than one chevron, and sometimes unusually shaped chevrons). Some schools also alter the fabric color of the robe and/or hood from the standard Black color. In addition, each degree has a different color associated with it. A list of standard colors is on our website. However, some schools vary from these standard colors, and some degrees are new or altered from the standard list. Generally, your student store or bookstore will have all this information. If you cannot obtain this information, please call us at (800) 626-5000 and we will assist you with your colors. Write this information on the “INSTRUCTIONS ON HOW TO ORDER A HOOD” form.

**Step 3. Determine your Sizes.** You will need to determine your sleeve length, height, weight, and suit/dress size. Fill out the “INSTRUCTION ON HOW TO ORDER YOUR GOWN” form.

**Step 4. Determine what type of Tam or Mortarboard you need.** Typically, a Masters degree comes with a Mortarboard, and not a Tam. However, some Universities are using the four-sided Tam for a Masters degree. Check with your student store or bookstore to determine which you need, or contact us for further assistance.

**Step 5. Determine Pricing and Costs.** Pricing for most items is listed on our website. If you are located in California, you will need to add sales tax to the total (please call for the specific tax). Shipping is a flat \$10.00 for the first item (such as a gown), and \$2.00 for each additional item (such as a hood or tam). If you are purchasing from a Canadian location, please call for shipping costs. During some times of the year we offer rush production (2-3 weeks instead of 5-6 weeks). This rush fee should be entered on the order form as its own item. For even faster shipping methods and current rush order availability, please call. Fill out the “MASTERS ROBE ORDER FORM” with all information.

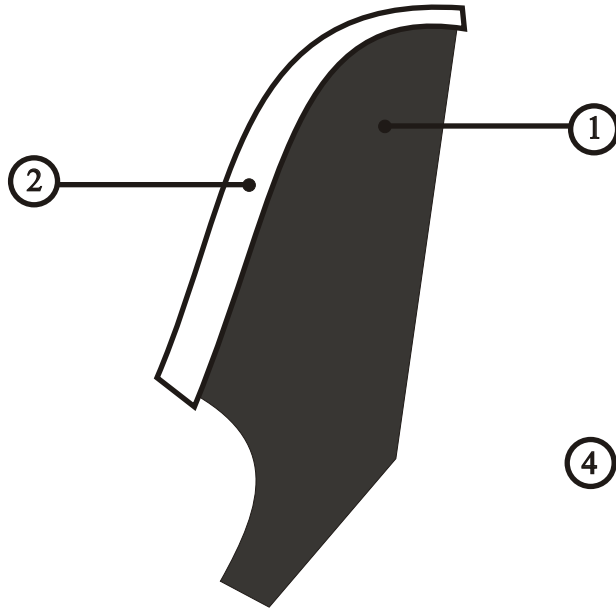
**Step 6. Provide Payment Information.** If you are paying with credit card, please fill out the “CREDIT CARD AUTHORIZATION RELEASE” form.

**Step 7. Send Us The Forms.** You can fax the forms to us at (818) 886-8743, or send them by mail to Academic Cap & Gown, 20644 Superior Street, Chatsworth, CA 91311.

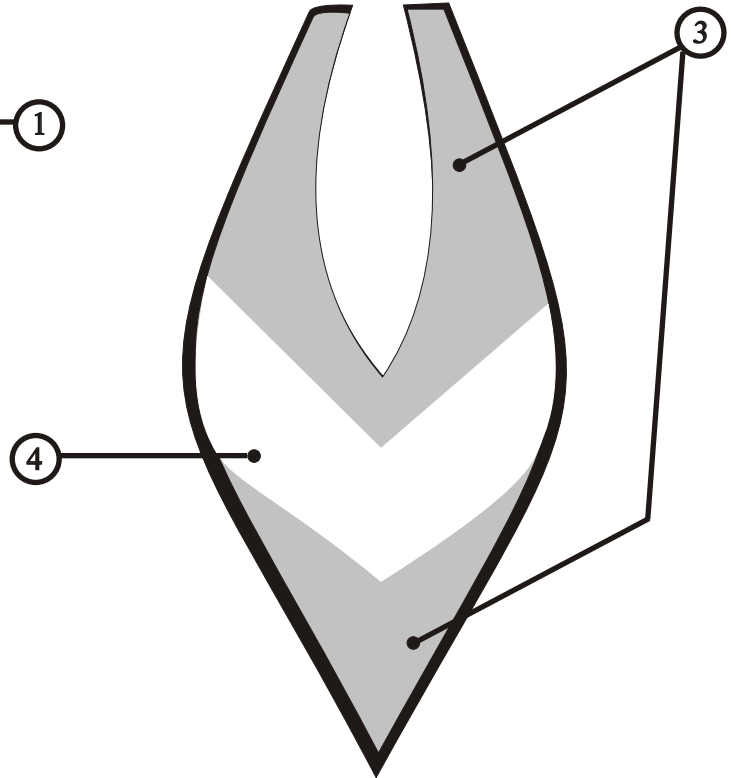
# Academic Cap & Gown

## INSTRUCTIONS ON HOW TO ORDER A HOOD

SIDE VIEW



INSIDE BACK



### 1) Fabric:

The standard shell fabric is black.  
Please indicate if color is different.  
Color: \_\_\_\_\_

### 2) Velvet Color:

Tell us your degree and discipline.  
Color: \_\_\_\_\_

[See our website for standard degree colors.](#)

**\*Please tell us your school colors or include your school name, state and city when placing your order.**

**School Name:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Degree and Discipline:** \_\_\_\_\_

### 3) Field color :

(This is your school color, the large area)\*  
Color: \_\_\_\_\_

### 4) Chevron color :

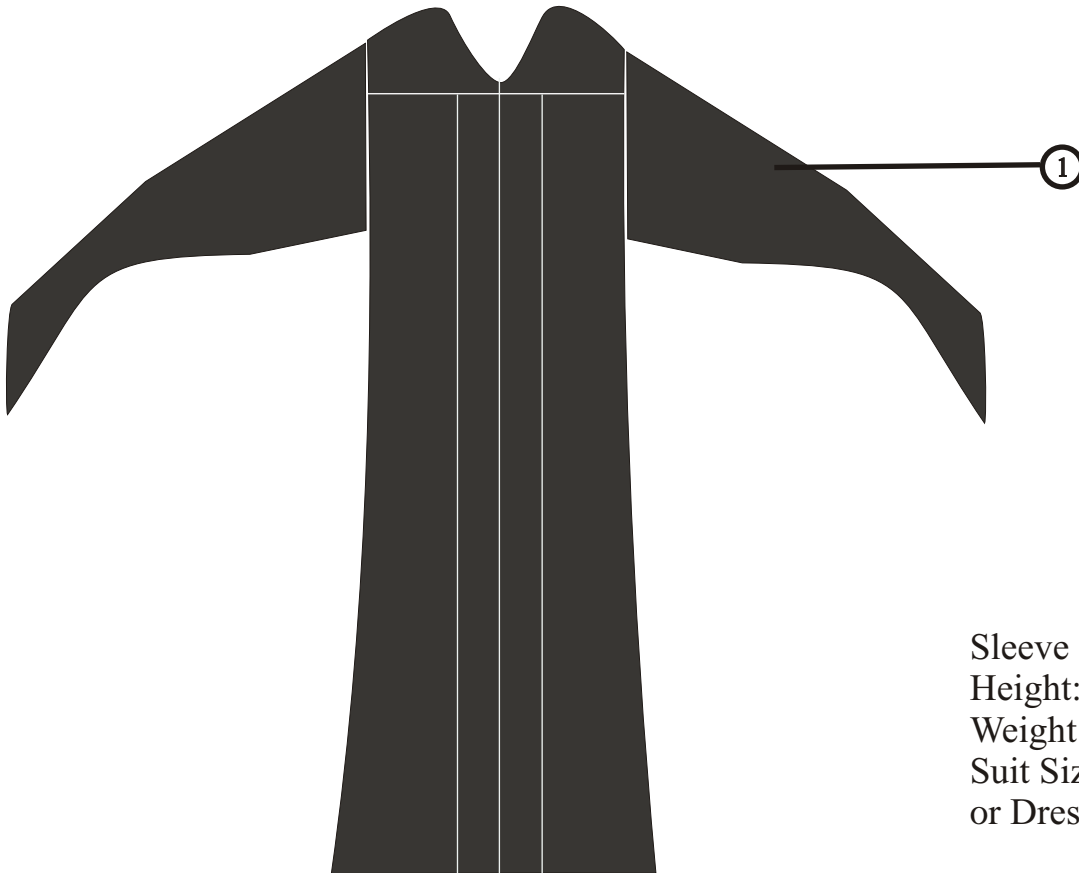
(This is your school color, the small center area)\*  
Color: \_\_\_\_\_

\*Please note that dye lots may vary

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## MASTERS ROBE ORDERING INSTRUCTIONS



Sleeve length: \_\_\_\_\_  
Height: \_\_\_\_\_  
Weight: \_\_\_\_\_  
Suit Size: \_\_\_\_\_  
or Dress Size: \_\_\_\_\_

1) Fabric:  
Please select a fabric.  
Fabric: \_\_\_\_\_  
The standard fabric color is black.  
Please indicate if the gown color  
you prefer is different.  
Color: \_\_\_\_\_

\*Please note that dye lots may vary

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Form # 5335

# Academic Cap & Gown

20644 Superior Street, Chatsworth, CA 91311 · (818) 886 8697 · FAX (818) 886 8743 · (800) 626 5000 · www.academicapparel.com

## Masters Robe Order Form

Date: \_\_\_\_\_

Date you need order to arrive: \_\_\_\_\_

**Billing Information:**

Shipping Information (Actual address - No P.O. Boxes):

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

City, State Zip \_\_\_\_\_

Please provide a telephone number where we can reach you during business hours ( ) \_\_\_\_\_

Quantity	Style	Description	Price Each	Total

For each item ordered above, be sure to include size, color and fabric, as appropriate. Indicate all colors, including the color of cords around velvet as well as the velvet and robe colors. For hoods, please provide lining (school) colors, indicating which color is the field (large part) and the chevron (narrow stripe). For tams, indicate number of sides and size. Tell us if you want the standard rayon tassel or the handmade gold bullion tassel.

Sub Total \_\_\_\_\_

Tax for CA Only \_\_\_\_\_

Shipping \_\_\_\_\_

Grand total \_\_\_\_\_

Academic will embroider your name or initials inside your robe at no additional cost. Please print the lettering you want on the line below (27 characters maximum) and indicate Block or Script lettering.

Prices in US\$

To pay by credit card, please fill in the information requested below. VISA, Mastercard, Discover and American Express.

\_\_\_\_\_ ? Block ? Script

I wear Suit/Dress Size \_\_\_\_\_ Shirtsleeve length \_\_\_\_\_ Total Height \_\_\_\_\_

Name on Card	<input style="width: 90%;" type="text"/>	Expiration Date	<input style="width: 90%;" type="text"/>	Address on card if different from above	<input style="width: 95%;" type="text"/>
Card Number	<input style="width: 15%;" type="text"/> - <input style="width: 15%;" type="text"/> - <input style="width: 15%;" type="text"/> - <input style="width: 15%;" type="text"/>	V-Code (3 digits on back)	<input style="width: 20%;" type="text"/>	<input style="width: 95%;" type="text"/>	

**ACADEMIC CHOIR APPAREL / ACADEMIC CAP &  
GOWN**

**Credit Card Authorization Release**

I the undersigned of, \_\_\_\_\_

**( Print your name, your company name or the School  
Name, if this is a purchase by a school)**

**agree to have my credit card charged at Academic Choir Apparel / Academic  
Cap & Gown. This credit card will be used for the authorized purchases  
as it appears on my order form. I understand that my order will not be  
processed until this has been received by Academic.**

**Your Billing Address**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Type or Credit Card**

**V-code: Last 3 numbers on  
the back of your card.**

\_\_\_\_\_

\_\_\_\_\_  
**Credit Card Number      Expiration Date**

\_\_\_\_\_  
**Amount To Be Charged      Today's Date**

**Please FAX to : (818) 886-8743 or mail to:**

**Academic Choir Apparel &/or Academic Cap & Gown  
20644 Superior Street. Chatsworth, CA 91311**