

# *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 is on our website. For California locations, add sales tax to the total (call for specific tax). Shipping is a flat \$10 for first item (such as a gown), and \$2.00 for each additional item (like hood or tam). If purchasing from Canada, please call for shipping costs. Faster shipping methods are also available for an added fee. Production times vary. Standard production time is 5-6 weeks. 4-week rush production is \$49.95, and 3-week is \$75.95. Rush fees are entered on the form as an item. Production times and costs are in addition to shipping times and costs. Fill out the "MASTERS ROBE ORDER FORM" with all information.

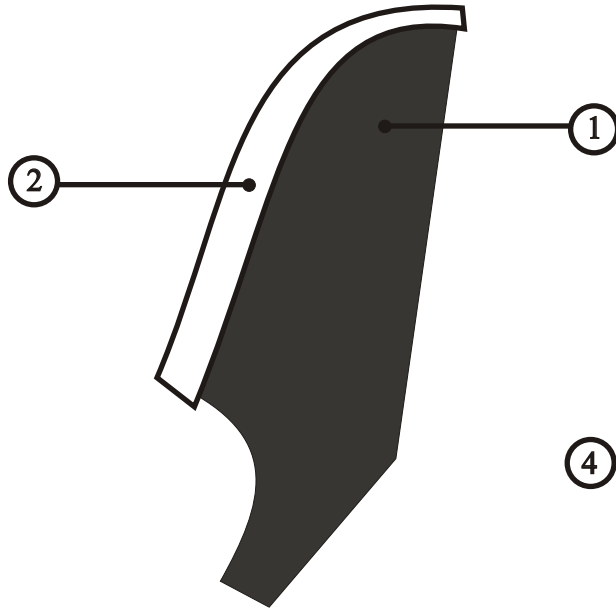
**Step 6. Provide Payment Information.** If you are paying with credit card, please fill out the "CREDIT CARD AUTHORIZATION RELEASE" form.

**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.

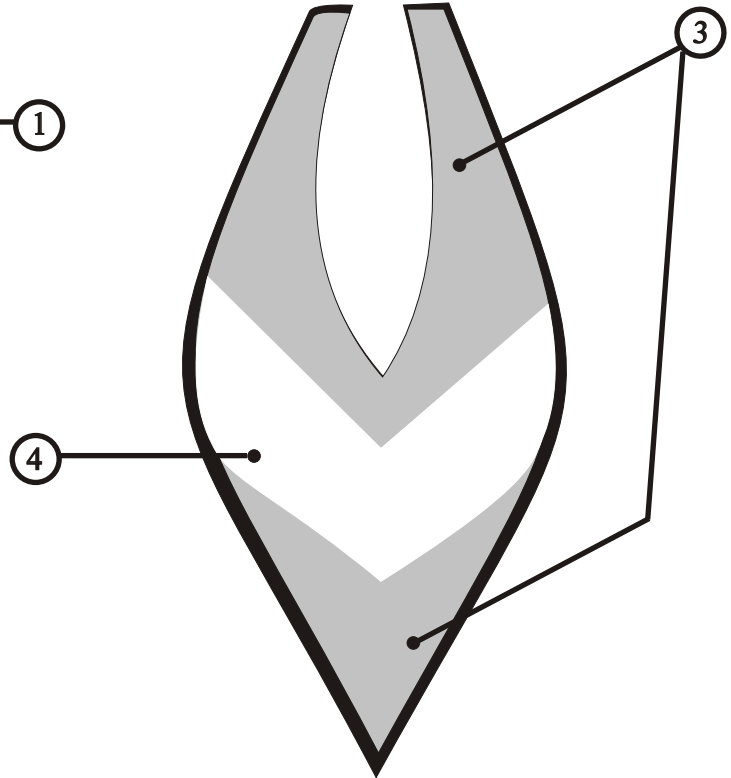
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## INSTRUCTIONS ON HOW TO ORDER A HOOD

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 :

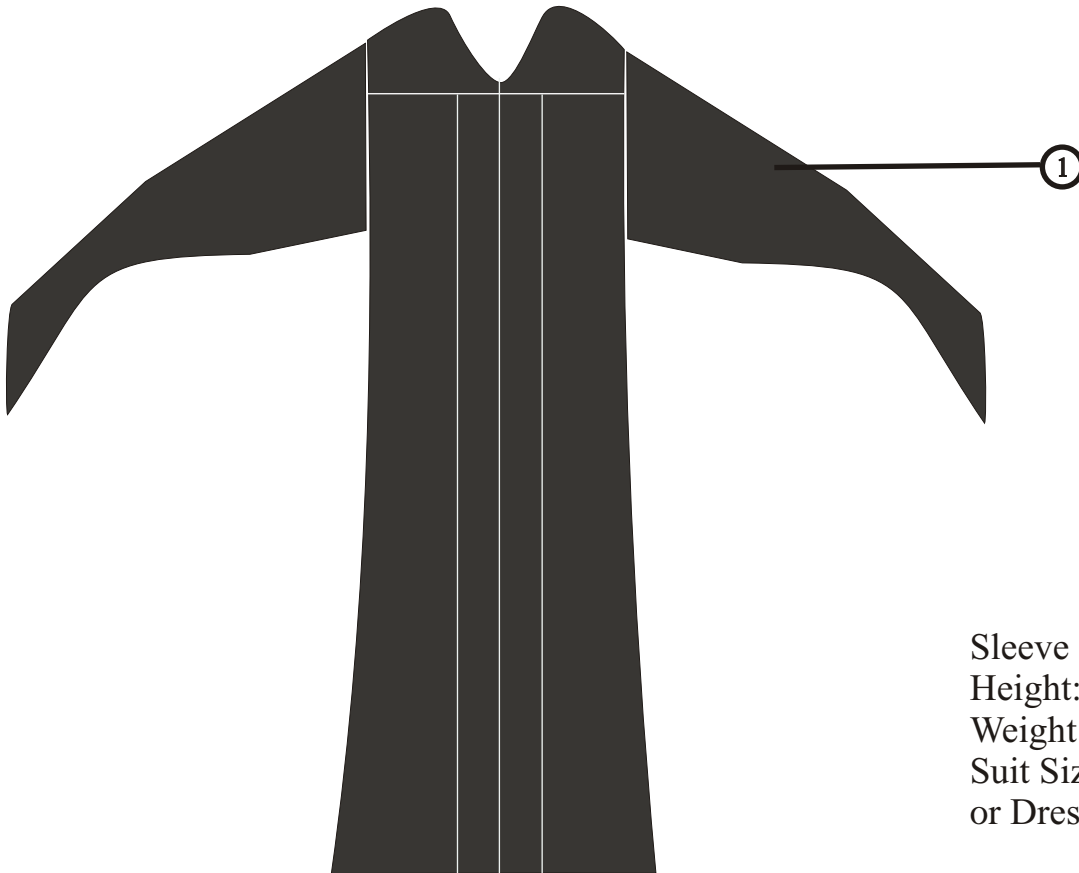
(This is your school color, the small center area)\*  
Color: \_\_\_\_\_

\*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 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**