

Academic Cap & Gown

20644 Superior Street, Chatsworth, CA 91311 Toll Free (800) 626-5000
www.academicapparel.com

Bachelors 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 whether you need a hood, a cowl, or neither.** Typically, a Bachelors degree does not require a hood or cowl. However, some universities now use a hood for the Bachelors degree, and some colleges instead use a velveteen cowl (usually for an Associates degree). Ask your student store or bookstore for further information.

Step 3. **Determine your colors for hood or cowl.** If you need a hood or cowl, you will need to determine your colors. Your 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 or cowl (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, for hoods (but usually not cowls) 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. Ask your student store or bookstore for this information. If you cannot obtain this information, 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 4. **Determine your Sizes.** You need to determine: sleeve length, height, weight, and suit/dress size. Fill out "INSTRUCTIONS ON HOW TO ORDER YOUR GOWN" form.

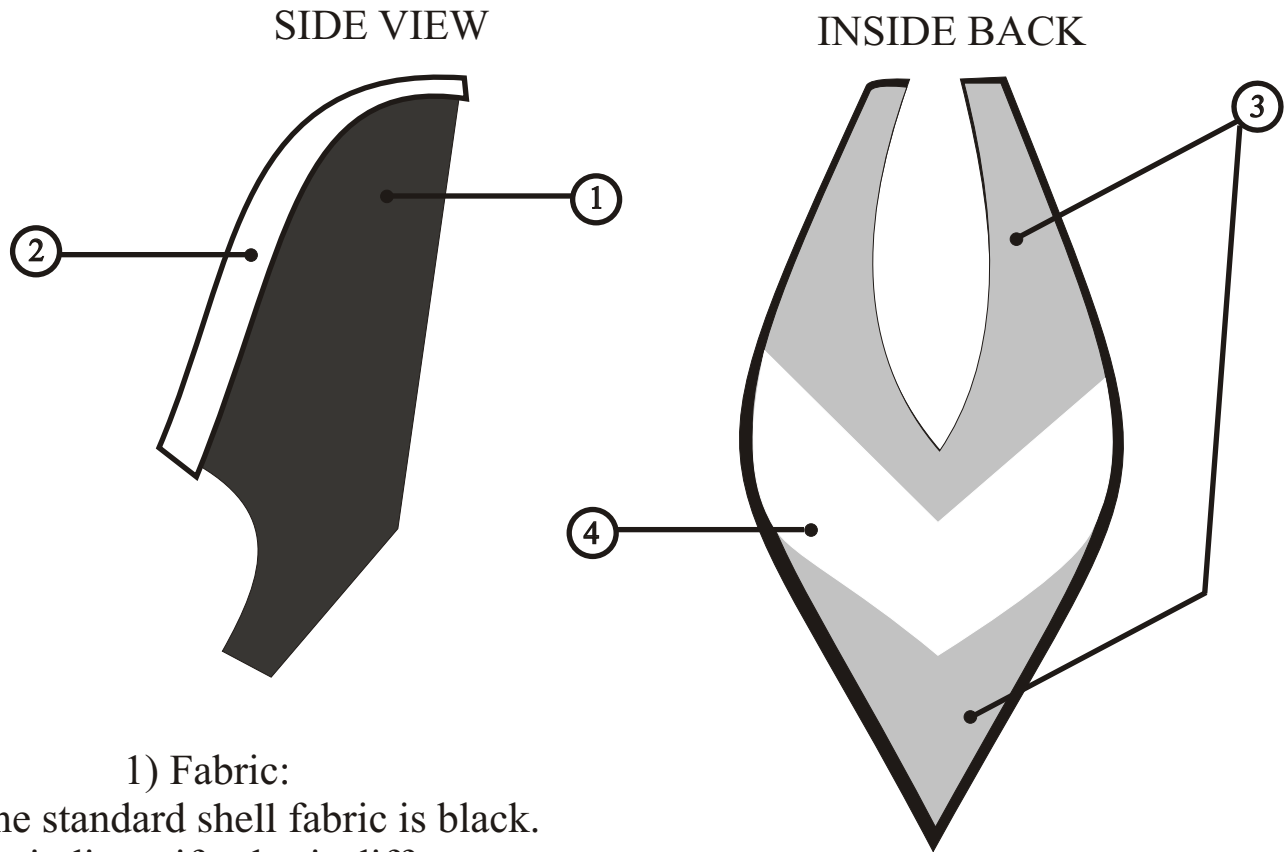
Step 5. **Determine Pricing and Costs.** Pricing is on our website. For California locations, add sales tax to the total (call for specifics). Shipping is \$10 for 1st item (like robe), \$2 for each additional item (such as tam/hood). Faster shipping (3-day, 2-day air, next day) are available for added fee. Canada buyers call for rates. Production times and costs vary: Standard = 5-6 wks; \$49.95 Rush = 4 wks; \$75.95 Rush = 3 wks. Enter rush fees as an item on the form. Production times and costs are in addition to shipping times and costs. Please fill out the "BACHELORS ROBE ORDER FORM" with all of this 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



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)*

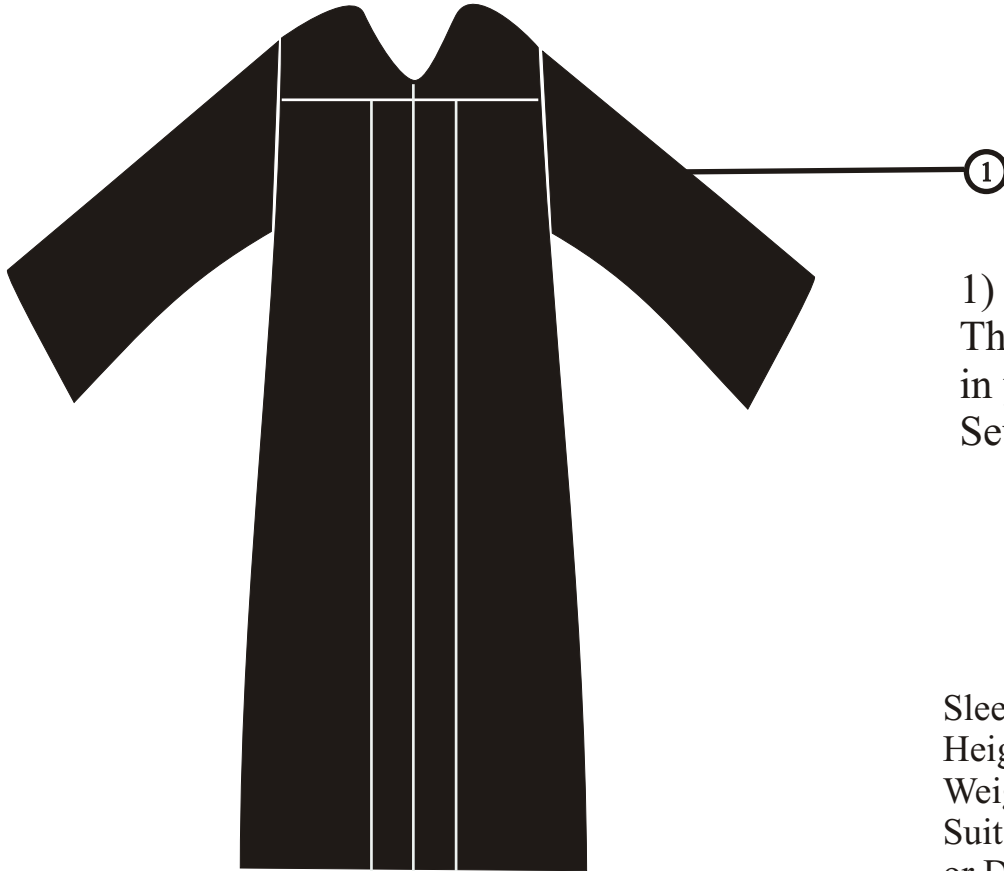
Color: _____

*Please note that dye lots may vary

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INSTRUCTIONS ON HOW TO ORDER YOUR GOWN



1) Fabric:
The Color and fabric
in your choice of
Seville or Islander

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

Form # 5335

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

Date: _____

Billing Information:

Name _____

Address

City, State Zip

Shipping Information (Actual Address, No P.O. Boxes):

Name _____

Address _____

City, State Zip

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

[illegible]

For each item, include size, color and fabric, as appropriate. Robes: indicate all robe colors. Hoods: provide lining (school) colors and indicate which is the field (large part) and chevron (narrow stripe). Tams: indicate number of sides, and if you want the standard rayon or gold bullion tassel (extra fee). Production times: 5-6 weeks (standard), 4 weeks (\$49.95 rush), or 3 weeks (\$74.95 rush). Shipping times/costs (+ any 3-day, 2-day air, or next day fees) are in addition to production times/costs.

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 line below (27 characters max) 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 Expiration Date Address on card if different from above
 Card Number - - - V-Code (3 digits on back)

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**