Doctoral 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 in our catalog.

Step 2. **Determine your hood colors**. Your hood colors are based on the university you graduated from, and your degree. If you have degrees from more than one university, you use the university of the highest degree. Your university has specific hood colors and details (usually a field and a chevron, but sometimes just a field color, sometimes more than one chevron, and sometimes unusually shaped chevrons). Also, each degree is associated with a specific color. Standard colors are listed on our website. Some schools vary from these standard colors, and some degrees are new or altered from the standard. Generally, your student store or bookstore will have all this information. If you cannot obtain this information, please call us and we will assist you. Fill out the “INSTRUCTIONS ON HOW TO ORDER A HOOD” form.

Step 3. **Determine your robe colors and sizes**. Typically Doctoral robes are black, and come with black velvet bars and front, and black cord trim around the velvet. Some schools alter the fabric color of the robe. Also, at your option, you can alter the color of the velvet portions, and/or the cord trim, to match your degree color, at no charge. Finally, 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 you need**. Frequently, depending on your school, a Doctoral degree comes with an eight sided Tam, but some use a six sided one. Ask your student/bookstore or for guidance. Please measure your hat size (around the head, above the ear) and indicate it to the nearest inch on the form.

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 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. Production times vary. Standard production time is 5-6 weeks. 4-week rush production is an extra $49.95, and 3-week is $75.95. A rush fee should be entered on the order form as its own item. Production times are in addition to shipping times. You will need to pay for shipping, and faster shipping methods (3-day select, 2-day air, and next day) are available. Fill out the “DOCTORAL 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.
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: __________________________

*Please note that dye lots may vary

SIDE VIEW

3) Field color:
(This is your school color, the large area)*
Color: __________________________

INSIDE BACK

4) Chevron color:
(This is your school color, the small center area)*
Color: __________________________

*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: _______________________________________________________

*Please note that dye lots may vary
INSTRUCTIONS ON HOW TO ORDER YOUR GOWN

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

2) Velvet Color:
The standard gown comes with black velvet bars and front.
Please indicate if you would prefer your discipline color on the velvet bars and front.
Color:__________________
Discipline:_______________

3) Cord Trim:
We provide at no charge cord trim around the velvet bars and front panels.
Please indicate if you would prefer your discipline color on the cord trim.
Color:__________________
No trim:_______________

Sleeve length:______________
Height:___________________
Weight:__________________
Suit Size:_______________
or Dress Size:__________

*Please note that dye lots may vary
Doctoral Robe Order Form

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 ( )

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For each item include size, color and fabric, as appropriate. Robes: Include cord colors around velvet, velvet color, and 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 and costs are in addition to production times.

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 max) and indicate Block or Script lettering.

? 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) _______ 

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