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 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.
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: ___________________________________________________

*Please note that dye lots may vary

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: ______________________
MASTERS ROBE ORDERING INSTRUCTIONS

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

Sleeve length:____________
Height:______________
Weight:______________
Suit Size:______________
or Dress Size:_____________

*Please note that dye lots may vary
### Masters 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: 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.

**I wear Suit/Dress Size** ______________________________
**Shirtsleeve length** ______________________________
**Total Height** ______________________________

**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

**Name on Card** ______________________________
**Expiration Date** ______________________________
**Address on card if different from above** ______________________________

**Card Number** _____ - _____ - _____ - _____
**V-Code (3 digits on back)** ______________________________

**To pay by credit card, please fill in the information requested below.**

Academic will accept VISA, Mastercard, Discover and American Express.

**Prices in US$**
**Sub Total** ______________________________
**Tax for CA Only** ______________________________
**Shipping** ______________________________
**Grand total** ______________________________

**Note:** Prices are subject to change without notice.
ACADEMIC CHOIR APPAREL / ACADEMIC CAP & GOWN

Credit Card Authorization Release

I, ______________________________, 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