

# Academic Cap & Gown

8944 Mason Ave. • Chatsworth, CA 91311  
(818) 886 - 8697 • (800) 626 - 5000  
FAX (818) 886 - 8743 • www.academicapparel.com

## ORDER FORM Graduation Accessories

Quantity	Color	Item Type	Price Each	Qty X Price

CA Sales Tax \_\_\_\_\_  
Shipping \_\_\_\_\_  
Grand Total \_\_\_\_\_

Use this form for caps, tassels, tassel drops, diploma displays, honor cords, and honor stoles. For robe orders, use Keeper® form.

Account Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address Line : \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address Line : \_\_\_\_\_ FAX: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Graduation Date: \_\_\_\_\_  
Delivery Date: \_\_\_\_\_

Cap : Elastic back (one size fits all) or sized cap (requires head measurement).  
Collar color: White Gold Tassel Colors: \_\_\_\_\_  
Special Instructions: \_\_\_\_\_

Our terms of sale are Net 30 after the final invoice is issued. Please note that a finance charge of 1.5% per month which is 18% per annum will be charged on the unpaid balance of past due accounts. Customer agrees to pay reasonable attorney's fees and other costs of collection. Rush orders require an additional \$35.00 fee and prior acceptance by Academic of requested delivery date.

Customer \_\_\_\_\_ Salesperson \_\_\_\_\_  
Signature: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 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  
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