

## *Academic Cap & Gown*

8944 Mason Avenue, Chatsworth, CA 91311 Toll Free (800) 626-5000  
[www.academicapparel.com](http://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.

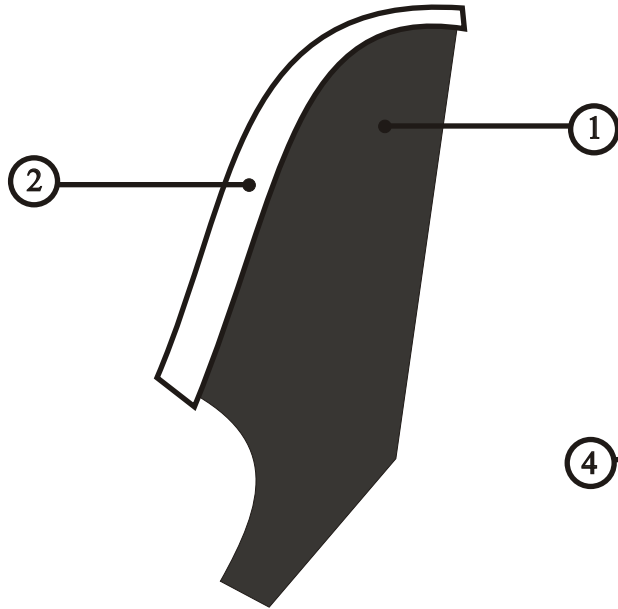
Step 7. **Send Us The Forms.** You can fax the forms to us at (818) 886-8743, or send them by mail to

Academic Cap & Gown, 8944 Mason Avenue, Chatsworth, CA 91311.

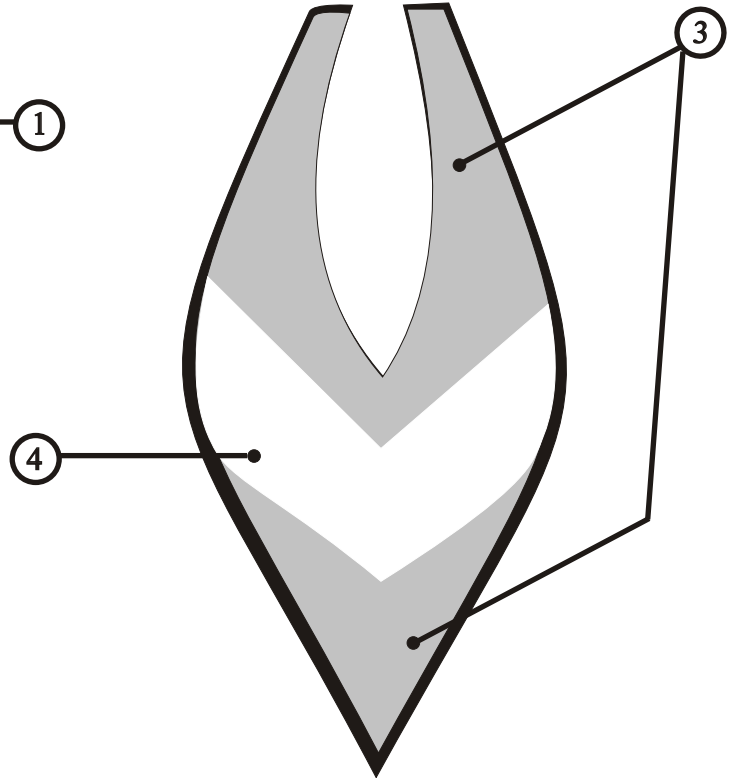
# Academic Cap & Gown

## 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 :

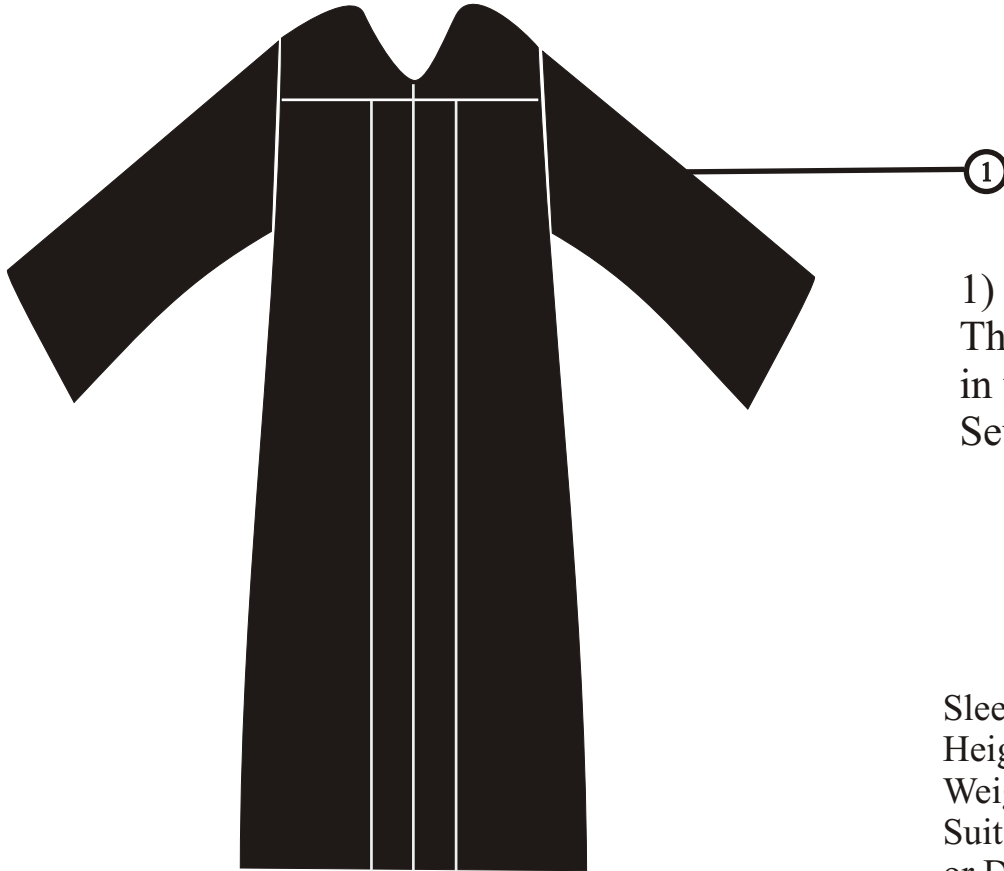
(This is your school color, the small center area)\*  
Color: \_\_\_\_\_

\*Please note that dye lots may vary

*Academic Cap & Gown*

# Academic Cap & Gown

## 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

*Academic Cap & Gown*

8944 Mason Avenue • Chatsworth, CA 91311 • (818) 886-8697 • toll free (800) 626-5000 • FAX (818) 886-8743 • [www.academicapparel.com](http://www.academicapparel.com)

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  
8944 Mason Avenue, Chatsworth, CA 91311**