

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/book store 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.

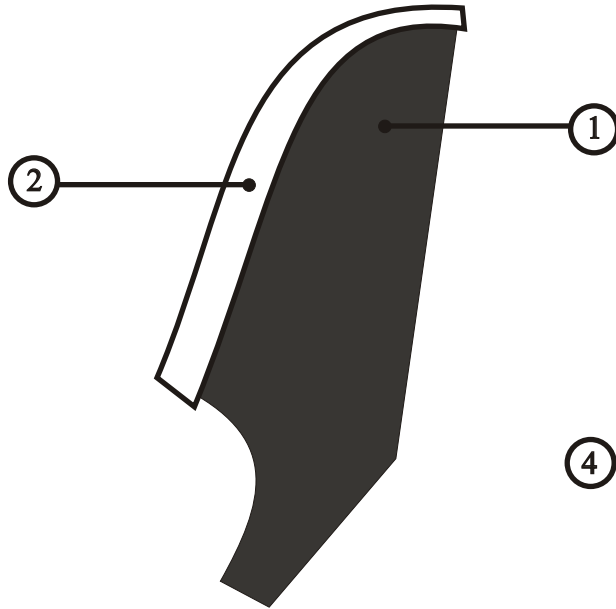
Step 6. **Provide Payment Information.** If you are paying with credit card, please fill out the "CREDIT CARD AUTHORIZATION RELEASE" form.

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, 8944 Mason Ave, Chatsworth, CA 91311.

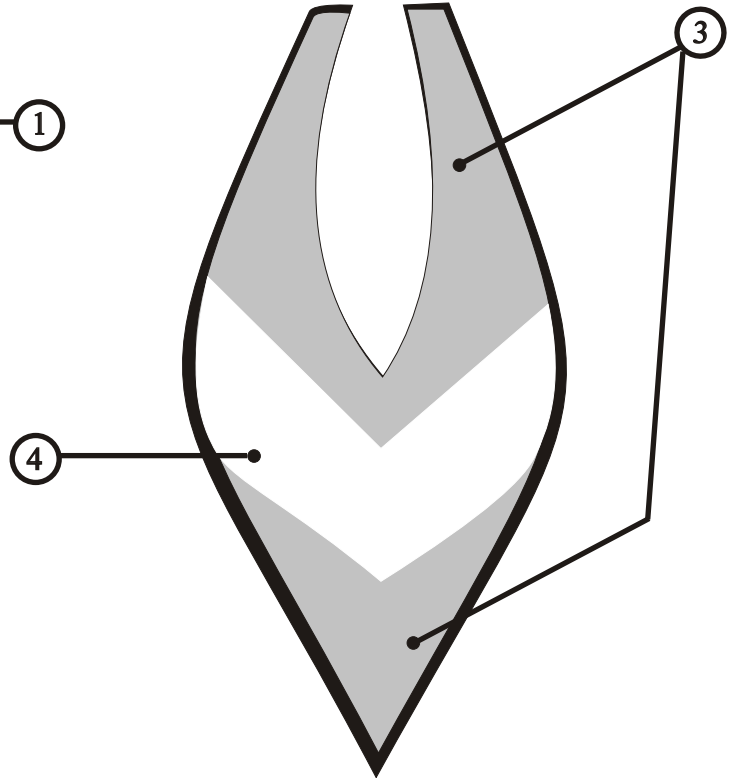
Academic Cap & Gown

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: _____

*Please note that dye lots may vary

3) Field color :

(This is your school color, the large area)*
Color: _____

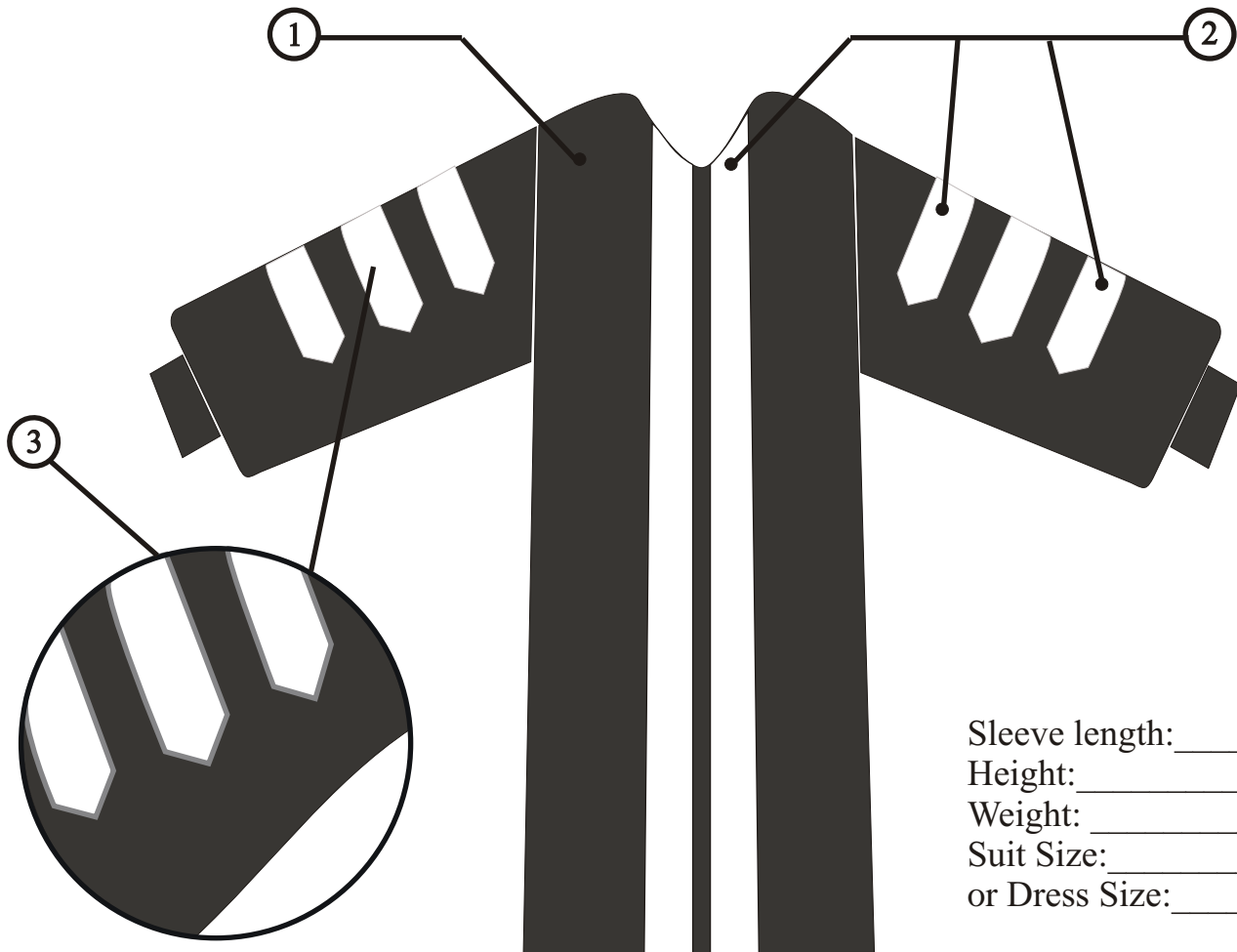
4) Chevron color :

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

Academic Cap & Gown

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INSTRUCTIONS ON HOW TO ORDER YOUR GOWN



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: _____

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: _____

*Please note that dye lots may vary

Academic Cap & Gown

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