



**STEP 1**  
 COMPLETE THIS FORM AND  
 MAIL or FAX IT BY...  
**AT LEAST 8 WEEKS BEFORE  
 REQUESTED DELIVERY DATE.**

**CUSTOMER INFORMATION UPDATE – CAPS & GOWNS**

**CONTACT INFORMATION**

SCHOOL: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: (    ) \_\_\_\_\_ - \_\_\_\_\_ FAX: (    ) \_\_\_\_\_ - \_\_\_\_\_

PRINCIPAL: \_\_\_\_\_  
MR. MRS. MS. MISS  
 DR. BR. FR.

CLASS ADVISOR: \_\_\_\_\_  
MR. MRS. MS. MISS  
 DR. BR. FR.

**GRADUATING CLASS INFORMATION** – Please provide estimates when exact dates or figures are not available.

GRADUATION: \_\_\_/\_\_\_/\_\_\_    DELIVER BY: \_\_\_/\_\_\_/\_\_\_    DISTRIBUTION: \_\_\_/\_\_\_/\_\_\_

# GRADUATES: \_\_\_\_\_  EXACT or  ESTIMATED

COST PER OUTFIT: \$18.95 INCLUDES: ①Cap ②Gown ③Yeardated Tassel ④Individualized Packaging ⑤Shipping  
 Special price quoted above is based on deadlines being met as per enclosed STEP 1 & 2 schedule

CAP & GOWN COLOR-MALES: \_\_\_\_\_

CAP & GOWN COLOR-FEMALES: \_\_\_\_\_

TASSEL COLOR-MALES: \_\_\_\_\_ - 1, 2 or 3 COLORS MIXED

TASSEL COLOR-FEMALES: \_\_\_\_\_ - 1, 2 or 3 COLORS MIXED

TYPE PROGRAM:            SOUVENIR OUTFITS – FREEDOM CLOTH

PACKING INSTRUCTIONS:  *THOSE BELOW THAT APPLY*

ALPHABETICALLY – MALES & FEMALES TOGETHER  
 ALPHABETICALLY – MALES & FEMALES SEPARATE  
 BY HOMEROOM or SHOP

Your graduation caps and gowns will be provided by University Cap & Gown, one of the most established (founded 1920), respected and reliable cap and gown suppliers in the United States, under agreement with Senior Class Graduation Products. Your outfits will be made in the United States of materials manufactured in the United States.

We are committed to providing on-time and error-free delivery of your order. To maintain accuracy in all phases of order processing, we require all communication in writing by fax, mail, or E-mail.

**SPECIAL CUSTOMER NEEDS-REQUESTS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**STEP 2**

COMPLETE THIS FORM AND  
MAIL or FAX IT BY NO LATER THAN  
**8 WEEKS BEFORE**  
**REQUESTED DELIVERY DATE**

**CAP & GOWN MEASUREMENT TRANSMITTAL FORM – CLASS OF 2016**

**SHIP TO:**

\_\_\_\_\_

SCHOOL NAME \_\_\_\_\_

ATTENTION OF \_\_\_\_\_

STREET ADDRESS FOR UPS SHIPPING \_\_\_\_\_

CITY / TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

**TOTAL COST OF ORDER**

\_\_\_\_\_ OUTFITS @ \$18.95 each = \$ \_\_\_\_\_.

MAKE CHECK PAYABLE TO: **Senior Class Graduation Products**  
FOR YOUR RECORDS, OUR FEIN IS: **46-2453582**

Check Enclosed or  Check sent separately

**IMPORTANT DATES**

DATE OF ORDER: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

DELIVER ORDER BY: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

DISTRIBUTION DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

GRADUATION DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**NOTE: We do not need head sizes. Our caps are adjustable.**

You do not need to submit in alphabetical order.  
We will provide you with a listing in alphabetical  
order. Please print to reduce errors in processing.

Circle one

Needed only if order  
is to be packed by  
homeroom or shop

Height in shoes from top of  
head to floor. Weight should  
be a true approximation.

LAST NAME	FIRST NAME	GENDER	HOMEROOM	HEIGHT	WEIGHT
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS



**STEP 3**

COMPLETE THIS FORM AND  
MAIL or FAX IT BY NO LATER THAN  
**6 WEEKS BEFORE**  
**REQUESTED DELIVERY DATE**

**CAP & GOWN LATE ADDITIONS TRANSMITTAL FORM – CLASS OF 2016**

**SHIP TO:**

\_\_\_\_\_

SCHOOL NAME \_\_\_\_\_

ATTENTION OF \_\_\_\_\_

STREET ADDRESS FOR UPS SHIPPING \_\_\_\_\_

\_\_\_\_\_

CITY / TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

**TOTAL COST OF ORDER**

\_\_\_\_\_ OUTFITS @ \$23.95 each = \$ \_\_\_\_\_.

MAKE CHECK PAYABLE TO: **Senior Class Graduation Products**  
FOR YOUR RECORDS, OUR FEIN IS: **46-2453582**

Check Enclosed or  Check sent separately

**IMPORTANT DATES**

DATE OF ORDER: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

DELIVER ORDER BY: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

DISTRIBUTION DATE: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

GRADUATION DATE: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**NOTE: We do not need head sizes. Our caps are adjustable.**

You do not need to submit in alphabetical order. We'll provide you with a listing in alphabetical order. Please print to reduce errors in processing.

Circle one

Needed only if order is to be packed by homeroom or shop

Height in shoes from top of head to floor. Weight should be a true approximation.

LAST NAME	FIRST NAME	GENDER	HOMEROOM	HEIGHT	WEIGHT
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS
		M or F		FT IN	LBS

# Payment Options Form

**SOLD TO:**

NAME \_\_\_\_\_

SCHOOL / COLLEGE / BUSINESS \_\_\_\_\_

STREET \_\_\_\_\_ DEPT. \_\_\_\_\_

CITY / TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

**SHIP TO:**

NAME \_\_\_\_\_

SCHOOL / COLLEGE / BUSINESS \_\_\_\_\_

STREET \_\_\_\_\_ DEPT. \_\_\_\_\_

CITY / TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

Please complete the information above so that this sheet can be matched to your product order form.

**TYPE PAYMENT BEING MADE:**

- CHECK ENCLOSED – Made payable to SENIOR CLASS GRADUATION PRODUCTS
- CHECK TO FOLLOW – Made payable to SENIOR CLASS GRADUATION PRODUCTS
- INVOICE US FROM PURCHASE ORDER # \_\_\_\_\_
- CREDIT CARD - PERSONAL
- CREDIT CARD - SCHOOL



VISA - MasterCard  
 DISCOVER - American Express

IF MAKING PAYMENT BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING:

AMOUNT TO BE CHARGED: \$ \_\_\_\_\_

CARD #: \_\_\_\_\_

EXP DATE: \_\_\_\_/\_\_\_\_ CSC: \_\_\_\_\_

NAME ON CARD: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_



3-digit security code

4-digit security code

PAYMENTS MADE BY CREDIT CARD WILL APPEAR ON YOUR STATEMENT AS ACCEPTED BY SENIOR CLASS GRADUATION PRODUCTS.

**Senior Class Graduation Products, LLC**

**FEIN:** 46-2453582  
**ADDRESS:** 8 Nutmeg Drive, Nashua, NH 03062-2131  
**FAX:** TOLL FREE: 888-510-9619 or 603-595-8428  
**E-MAIL:** CustomerService@SeniorClassProducts.com  
**WEB SITE:** www.SeniorClassProducts.com

We are committed to providing on-time and error-free delivery of your order. To maintain accuracy in all phases of order processing, we require all communication in writing by fax, mail, or E-mail.