



## CLASS OF 2012

### GRADUATION INDIVIDUAL ORDER INFORMATION

#### CAREFULLY READ ALL INSTRUCTIONS

Enclosed you will find information on how to order your schools **Custom Announcements** and the proper order form to order your **Cap, Gown & Tassel**.

The following guidelines will help in placing your orders correctly.

#### **1. CUSTOM ANNOUNCEMENTS/PACKAGES:**

Your schools custom announcements & packages will be available online [www.shop.jostens.com](http://www.shop.jostens.com) (Graduation tab) for a very limited time and are limited to stock on hand.

Your Cap, Gown & Tassel is not available online (Use Attached Order Form).

**All announcements ordered online will be delivered to your home address in the Spring.**

#### **2. CAP, GOWN & TASSEL:**

Use the Cap & Gown Individual Order form located on the reverse side to order your Cap, Gown & Tassel. The Cap & Gown unit listed includes everything your school requires you to have at the ceremony. Fill out your height and approximate weight for the gown. Caps are one size fits all. All units include 1 tassel, but you can order extra souvenir or status tassels on the order form. Please fill out the entire form and print clearly. Your Cap, Gown & Tassel is not available online.

**Return the Cap & Gown Individual Order Form to our office:**

***P.O. Box 138***

***Orangevale, CA 95662***

*There are several ways to place your cap, gown & tassel order:*

- *Mail your order and payment to the above address*
- *Fax your credit card paid order to us at 916-989-3920*
- *Place your order at our office:*

***9236 Greenback Lane, Orangevale***

***Hours: Tuesday-Friday, 2:30-5:30pm***

***Payment in Full must accompany your order.*** Cash, money orders and credit cards are accepted. **Sorry, no checks will be accepted.**

**Your Cap, Gown & Tassel will be delivered through your school prior to graduation.**

While we are prepared to assist you with your last minute graduation needs, we strongly encourage you to place your order as soon as possible as the closer we get to graduation item pricing increases and supply is limited.

If you have questions or need assistance with the ordering procedures, please contact our office. We are here to assist in any way possible.

Thank you for allowing us to be part of your senior year.

Jostens

P.O. Box 138

Orangevale, CA 95662

Telephone / 916-989-3909

Fax / 916-989-3920



# CLASS OF 2012 INDIVIDUAL ORDER FORM

THE CAP, GOWN & TASSEL UNIT BELOW INCLUDES EVERYTHING REQUIRED BY YOUR SCHOOL TO PARTICIPATE IN YOUR GRADUATION CEREMONY. CASH, MONEY ORDERS, OR CREDIT CARDS - **SORRY NO PERSONAL CHECKS**

**FAX OR MAIL THIS ORDER FORM TO JOSTENS WITH FULL PAYMENT**

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

STUDENT NAME: \_\_\_\_\_

FEMALE

MALE

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

CITY/STATE/ZIP CODE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

STUDENT HEIGHT: \_\_\_\_\_ FT \_\_\_\_\_ IN      STUDENT WEIGHT: \_\_\_\_\_

**CAP, GOWN & TASSEL UNIT      \$50.00**

CAP & TASSEL ONLY -      \$35.00      \$ \_\_\_\_\_

SOUVENIR TASSEL -      \$10.00      \$ \_\_\_\_\_

STATUS TASSEL -      \$15.00      \$ \_\_\_\_\_

HANDLING -      \$9.95      INCLUDED

TAX -      7.75%      INCLUDED

**AFTER APRIL 15<sup>TH</sup> -      ADD \$10.00**

**TOTAL      \$ \_\_\_\_\_**

**MAIL:**

**JOSTENS**

**P.O. BOX 138**

**ORANGEVALE, CA 95662**

**FAX:            916-989-3920**

**OFFICE:        916-989-3909**

**CREDIT CARD INFORMATION**

Amount \_\_\_\_\_ Exp Date \_\_\_\_\_ Code \_\_\_\_\_  
(3 digit # on back)

Card Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY

DATE \_\_\_\_\_

ID \_\_\_\_\_

**CASH, MONEY ORDERS, OR CREDIT CARDS - SORRY NO PERSONAL CHECKS**