

Faculty & Staff Regalia Order Form for May 21, 2017 Commencement

-TO ENSURE YOUR ORDER IS RECEIVED, please email your order to sm364@bncollege.com. You can also fax your order at 216-368-5205. You will receive a confirmation email when your order is processed. If you do not receive a confirmation within 3 business days, please call us at 216.368.2650 or 1-800-825-2650.

-Orders can be picked up at 11451 Euclid Ave, Cleveland, OH 44106 or shipped (Regular UPS) for \$7.50 until May 15th 2017

-The deadline for placing orders is MONDAY, APRIL 17, 2017. A late charge of \$20.00 will be assessed after May 1st. Additional shipping charges may apply.

-Payment must be included with this form for the order to be placed

-All rentals must be returned to the Case Bookstore by TUESDAY, MAY 23, 2017. After this date, a late fee may be applied to the credit card or departmental requisition.

Questions? Please call the bookstore at 216-368-2650 or e-mail us at sm364@bncollege.com

Cap and Gown Rental Information

	<u>Cap & Gown Only</u>	<u>Hood Only</u>	<u>Complete Regalia</u>
Bachelors	_____ \$33.98 (\$36.70)	_____ \$33.98 (\$36.70)	_____ \$67.96 (\$73.40)
Masters	_____ \$35.98 (\$38.86)	_____ \$35.98 (\$38.86)	_____ \$71.96 (\$77.72)
Doctoral	_____ \$39.98 (\$43.18)	_____ \$39.98 (\$43.18)	_____ \$79.96 (\$86.36)

Name -- _____

Cap --Regular hat size or circumference of head in inches: _____

Gown --Height: _____ ft. _____ in. Approximate weight: _____ lbs.

Hood --Exact Wording of Your Highest Degree: _____

College/University Where Degree Was Earned: _____

College/University City and State: _____

Customer Information

1. This order is for: Faculty/Staff ___ Presenter/Parent___ Graduate Name _____

2. Who will pick up this order: _____

3. Telephone: _____

4. Payment Options:

-**Credit Card:** Name on card: _____

Credit Card Number _____ Expiration Date _____

-**Speed Type** Name on Account _____ Department _____

Speed Type Account Number _____ Telephone _____

-**P-Card:** Name on P-Card: _____

Credit Card Number _____ Expiration Date _____

PLEASE FILL OUT COMPLETELY AND RETURN TO THE BOOKSTORE BY Monday, April 17, 2017