



# GRADUATION REGALIA ORDER FORM

Phone: 905-764-1583  
 Fax: 905-764-5923  
 Email: grad@jacormarketing.com

SCHOOL NAME	
COMPLETE SCHOOL ADDRESS	
SCHOOL PHONE & FAX	
SCHOOL CONTACT NAME	
SCHOOL CONTACT EMAIL	
GRADUATION CEREMONY DATE	
ESTIMATED DELIVERY DATE	
ADDITIONAL CONTACT(S)	

PRICING:	
PLEASE CHECK APPLICABLE BOX (S) MY SCHOOL:	
HAS A MULTI-YEAR AGREEMENT.	<input type="checkbox"/>
IS PART OF A BOARD TENDER.	<input type="checkbox"/>
WISHES TO PAY CURRENT PRICING.	<input type="checkbox"/>
WANTS TO SIGN A MULTI-YEAR PRICE AGREEMENT.	<input type="checkbox"/>
IS INTERESTED IN DIPLOMA COVERS.	<input type="checkbox"/>

**I WISH TO ORDER THE EXACT SAME ITEMS AS THE PREVIOUS YEAR  
(PLEASE FILL IN QUANTITIES FOR THIS YEAR BELOW)**

**STUDENT REGALIA (PLEASE FILL OUR FORM WHERE APPLICABLE)**      **MEMENTO  RENTAL**

NUMBER OF GOWN SETS OR CAPS ONLY REQUIRED (PLEASE ESTIMATE)			
MATERIAL	ULTRA	PREMIUM (MOST POPULAR) <input type="checkbox"/>	LITE <input type="checkbox"/>
GOWN COLOUR			
CAP COLOUR			
TASSEL COLOUR(S) (LIST COLOUR (S) ON THE RIGHT)			
YEAR CHARM COLOUR (INCLUDED FREE WITH TASSEL)		GOLD <input type="checkbox"/> SILVER <input type="checkbox"/>	
V-STOLE <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> (PLEASE ESTIMATE QUANTITY ON RIGHT)			
V-STOLE MATERIAL (LITE ONLY AVAILABE IN 1 COLOUR)		PREMIUM <input type="checkbox"/> LITE <input type="checkbox"/>	
V-STOLE TYPE		MATTE <input type="checkbox"/> SATIN <input type="checkbox"/>	
V-STOLE OPTION		1 COLOUR <input type="checkbox"/> 2 COLOUR <input type="checkbox"/> 3 COLOUR <input type="checkbox"/>	
V-STOLE COLOUR(S) (FIRST COLOUR CLOSEST TO SHOULDER)			
HONOUR CORDS	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	COLOUR:	QUANTITY:
SHSM STOLE	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	STOLE COLOUR:	PRINT COLOUR:
CUSTOM STOLE (WE WILL CONTACT YOU)	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	STOLE COLOUR:	PRINT COLOUR:

**STAFF REGALIA**      PLEASE ESTIMATE QUANTITIES

GOWNS REQUIRED FOR STAFF	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	
HOODS REQUIRED FOR STAFF (CONTACT US FOR CUSTOM HOODS FORM)	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	

**FREE INCLUSIONS (REVIEW TERMS AND CONDITIONS, ITEMS NOT CHECKED OFF WILL NOT BE INCLUDED)**      **COLOUR**

INCLUDE FREE VALEDICTORIAN STOLE (1 FREE PER SCHOOL)	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	
INCLUDE FREE VALEDICTORIAN MEDAL (1 FREE PER SCHOOL)	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	
INCLUDE ANTI-BULLYING AWARD (1 FREE PER SCHOOL)	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	
WE REQUIRE FREE INVITAION CARDS (SET UP CHARGE APPLICABLE)	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	

**FORMS MUST BE SIGNED AND FILLED OUT COMPLETELY TO COMPLETE**

Date: \_\_\_\_\_ School: \_\_\_\_\_  
 Name (printed): \_\_\_\_\_ Signature : \_\_\_\_\_

**BY SIGNING THIS  
AGREEMENT I AGREE TO THE  
TERMS AND CONDITIONS OF  
THIS AGREEMENT ON PAGE 2**

Please email or fax this form to grad@jacormarketing.com or 905-764-5923.  
 You will receive a call or email from a customer service representative within 24 hours to confirm your booking.



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## FULL TERMS AND CONDITIONS

### NOT INCLUDED:

There is a \$59 set up charge for printing Invitations. Should you wish to print on the reverse side of the invitations a fee of \$50 will apply. As there is 1 free invitation given for each gown set ordered, extra invitations will be invoiced at \$0.50 each including envelopes. Numbering of invitations is available for a \$50 fee.

### FREE INCLUSIONS:

Schools ordering 100 or more items will receive 1 Free Valedictorian Stole, 1 Free Valedictorian Medal and 1 Free Award of Distinction. Schools ordering less than 100 items can purchase all 3 of these for a flat \$65 fee. Extra Valedictorian Medals and Stoles can be purchased for \$50 per pair. Extra Awards of Distinction can be purchased for \$50 each. Free inclusions must be chosen by March 1st to guarantee availability.

### ALL APPLICABLE TAXES AND SHIPPING CHARGES EXTRA.

### DEADLINES OF ORDER:

#### BOOKING FORM:

We suggest your booking form be submitted immediately in order to guarantee that availability of your gowns. Without a booking form there is no guarantee of availability. Sizing will not be required at this time.

#### PRELIMINARY SIZING:

It is **recommended** to have preliminary orders submitted by March 1st to guarantee availability for May/June commencements. However, orders can be submitted at any time, subject to availability on first come first serve basis from our inventory. Preliminary sizing must be submitted using either our size summary form or excel file. All graduation regalia is custom made and brand new for each student so time is required for manufacturing. Schools are recommended to order a graduation gown for each graduation candidate with preliminary sizing and to delete non graduating students upon final sizing. This alleviates the need for late ordering, additional shipping charges as you know a gown has been ordered for each student.

#### FINAL SIZING:

Changes to preliminary sizing can be done at any time provided the appropriate sizes are in stock. Schools are allowed to cancel up to 10% of their preliminary order without penalty.

#### GOWN SIZES AND FULL FIT:

All sizing on the order form is based on regular fit gowns. We offer FF (FULL FIT) gowns for students that require them at no additional cost. These gowns must be ordered with preliminary order in order to guarantee their availability. It is strongly suggested to order full fit gowns as extras to have on hand.

#### DEPOSIT & PAYMENT:

No deposit is required, however Payment in full MUST be either PREPAID or COD, unless previously arranged. Purchase orders can be submitted but must be done so payment can be received prior to or upon delivery.

#### DISCREPANCIES:

Any discrepancies in goods shipped MUST be reported within 24 hours of delivery, such as shortage, overage, etc. Any time after this 24 hour period we will not assume any responsibility. PLEASE CHECK YOUR ORDER OVER UPON RECEIPT TO AVOID ANY DISCREPANCIES

### **WE THANK YOU FOR YOUR ORDER WITH US THIS YEAR AND LOOK FORWARD TO WORKING WITH YOU.**

Dated: \_\_\_\_\_

School: \_\_\_\_\_

Teacher Advisor & or Principal: \_\_\_\_\_

Signature \_\_\_\_\_

Please send this order form by fax or email to Jacor at 905-764-5923 or grad@jacormarketing.com. Your booking form is considered a firm order. Should cancellation be required an invoice for 70% of order will be forwarded to you. This invoice will be based on the details of your booking form. You will be contacted by a customer service representative within 24 hours to confirm your order.

Jacor shall not be liable for any damage, cost or loss of profit of the Buyer arising from a failure by Jacor to comply with its obligations under this Agreement, where that failure is attributable to fire, flood, storm, strike, riot, any terrorist act, any act of war (whether or not declared), or of any government or other similar entity exercising de facto sovereignty for the time being in any relevant jurisdiction, including any embargo or restriction upon shipping or transport. However, all orders are final, no exceptions, and no Government act or omission, epidemic, pandemic, quarantine, or otherwise shall negate the Purchaser's obligation to pay in full once the order has been placed.