



JACOR MARKETING GRAD ORDER FORM

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

Date: _____

School Name			
Complete School Address			
School Phone & Fax			
Teacher Advisor/Principal Name			
Teacher/Principal Email & Phone Extension			
Graduation Ceremony Date			
ADDITIONAL STAFF	NAME	EMAIL	EXTENSION

Pricing: (Multi-Year Agreement Refers to your previous signed Agreement. New clients please Call Jacor for separate contract to lock in price)

Current Pricing - Board Pricing - Multi-Year Agreement Price _____

STUDENT GOWNS/CAPS/STOLES

Number of Gowns sets required (please estimate) _____

Program: Memento Rental

Gowns Only No Cap or Tassels

I want Caps and tassels (with year charm) ONLY, No Gowns

Number of Caps (please estimate) _____

Number of V-Stoles (please estimate) _____

Material: Matte Satin

Colour(s) _____

Material: Premium (most popular) Lite

Cap Colour _____

Tassel Colour(s) _____

1 Colour (\$3.00 each) 2 Colour (\$4.00 each) 3 colour (\$5.00 each)

V-Stole Colour(s) _____

STAFF GOWNS ONLY (PREMIUM MATERIAL ONLY)

Number of Gowns required (please estimate) _____

Program: Memento Rental

Colour(s) _____

ASK US ABOUT OUR UNIQUE UNIVERSITY STOLE PROGRAM, IN LIEU OF EXPENSIVE HOODS, ONLY \$5.00 EACH. (MUST BE ORDERED BY MARCH 1ST.

CORDS, HONOUR STOLES ETC.

Cords Colour(s) _____ Quantity _____

Honour Stoles Colour(s) _____

Quantity _____

Please include our FREE Valedictorian Medal (1 Per School, subject to availability)
Please include my free valedictorian stole (colour) _____
(design as per Jacor Catalogue, 1 Per School)

Date: _____

Award of Distinction to be included (1 per school, details in Jacor Catalogue)

Name (printed) _____

We will require FREE invitation Cards (1 per gown or cap ordered)

Signature _____

FORMS MUST BE SIGNED AND FILLED OUT COMPLETELY TO COMPLETE

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

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 \$0.25 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 \$50 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:

Preliminary sizing is **due no later than March 1st for May/June Graduation** delivery and **no later than June 23rd for Fall Graduation** delivery. 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.