# ORDER FORM - GRADUATION ANNOUNCEMENTS AND ACCESSORIES

☐ MALE ☐ FEMALE

## 1. FILL OUT YOUR STUDENT CONTACT INFORMATION

ORDER DATE: ____/____/____

Formal name is used for Announcements, Personalized Note Cards and Return Address Labels. Use upper and lowercase letters as appropriate.

PRINT FORMAL NAME (FIRST, MIDDLE, LAST): _____

MAILING ADDRESS: _____ APT. #: _____

CITY: _____ STATE: _____ ZIP: _____ PARENT'S CELL PHONE: ____-____-____

SCHOOL NAME: _____ STUDENT'S CELL PHONE: ____-____-____

EMAIL ADDRESS: _____

## 2. CHOOSE YOUR GRAD PACK

ENTER GRAD PACK PRICE $_____

### ☐ ANNOUNCEMENT PACK $268

***SAVE $50***

- 25 Grad Announcements w/ Imprinted Name
- 25 Envelope Seals
- 25 Thank You Notes ☐ White ☐ Ivory
- 60 Return Address Labels
- 2020 Sherpa ¼ Zip Pull Over
  ☐ #18 Gray ☐ #24 Black S - M - L - XL - XXL
- 2020 Senior Shirt ( Choose from Item #'s 46-61)
  Item #_____ S - M - L - XL - XXL
- 2020 Silver Tone Key Ring
- 2020 "I'm Done" PatchSak
- 2020 Jumbo Tassel DLVD ☐
  Add $5 for Rhinestone
- "I'm Done" Insulated Water Bottle
- Diploma/Picture Frame

**1 FREE!!! CAP & GOWN UNIT**

HEIGHT ___ ft. _____ in. WEIGHT _____ lbs

### ☐ SENIOR GEAR PACK $240

***SAVE $50***

**CHOICE OF 5 ITEMS, ITEMS 09-61**

*Add $20 if ordering #18 or #24*

- Item #_____ S - M - L - XL - XXL
- Item #_____ S - M - L - XL - XXL
- Item #_____ S - M - L - XL - XXL
- Item #_____ S - M - L - XL - XXL
- Item #_____ S - M - L - XL - XXL
- 2020 Silver Tone Key Ring
- 2020 "I'm Done" PatchSak
- 2020 Jumbo Tassel DLVD ☐
  Add $5 for Rhinestone
- "I'm Done" Insulated Water Bottle
- Diploma/Picture Frame

**ANNOUNCEMENTS ARE NOT INCLUDED IN THIS PACKAGE**

☐ Add $41.25 for 25 Grad Announcements w/ Imprinted Name

**1 FREE!!! CAP & GOWN UNIT**

HEIGHT ___ ft. _____ in. WEIGHT _____ lbs

### ☐ ACCESSORY PACK $205

***SAVE $20***

**CHOICE OF 2 ITEMS, ITEMS 09-61**

*Add $20 if ordering #18 or #24*

- 1 Item #_____ S - M - L - XL - XXL
- 1 Item #_____ S - M - L - XL - XXL
- **FREE!!! 2020 Senior Shirt** *(Choose from Item #'s 46-61)* Item #_____ S - M - L - XL - XXL
- 2020 Silver Tone Key Ring
- 2020 "I'm Done" PatchSak
- 2020 Jumbo Tassel DLVD ☐
  Add $5 for Rhinestone
- "I'm Done" Insulated Water Bottle
- Diploma/Picture Frame
- CAP & GOWN UNIT

**ANNOUNCEMENTS ARE NOT INCLUDED IN THIS PACKAGE**

☐ Add $41.25 for 25 Grad Announcements w/ Imprinted Name

HEIGHT ___ ft. _____ in. WEIGHT _____ lbs

### ☐ CAP & GOWN PKG. A $165

- 2020 Silver Tone Key Ring
- 2020 "I'm Done" PatchSak
- 2020 Jumbo Tassel ☐ Add $5 for Rhinestone
- "I'm Done" Insulated Water Bottle
- Diploma/Picture Frame
- CAP & GOWN UNIT

HEIGHT ___ ft. _____ in. WEIGHT _____ lbs

### ☐ CAP & GOWN PKG. B $145

- 2020 Silver Tone Key Ring
- 2020 Jumbo Tassel ☐ Add $5 for Rhinestone
- "I'm Done" Insulated Water Bottle
- Diploma/Picture Frame
- CAP & GOWN UNIT

HEIGHT ___ ft. _____ in. WEIGHT _____ lbs

### ☐ CAP & GOWN PKG. C $90

- Diploma/Picture Frame
- CAP & GOWN UNIT

HEIGHT ___ ft. _____ in. WEIGHT _____ lb

**ANNOUNCEMENTS ARE NOT INCLUDED IN THESE PACKAGES**

☐ Add $41.25 for 25 Grad Announcements w/ Imprinted Name

***SAVE UP TO $50 ON RING W/ PACK PURCHASE***

## 3. SUPPLEMENT OR ITEMIZE YOUR ORDER

| | | | QTY | PRICE |
|---|---|---|---|---|
| 00 | Official Graduation Announcements (includes matching inner and outer envelopes) $1.65 ea. ☐25 $41.25 ☐50 $82.50 ☐75 $123.75 ☐100 $165.00 ☐Other_____ | | | $ |
| 02 | Envelope Seals (25/pk) | $12.00 | | $ |
| 03 | *Personalized Thank You Notes (25/pack) ☐White ☐Ivory | $25.00 | | $ |
| 04 | Deluxe Inner Envelopes (10/pk) | $5.00 | | $ |
| 05 | Announcement Tissue Inserts (25/pk) | $12.00 | | $ |
| 06 | Thank You Notes (25/pk) ☐White/Gold ☐White/Silver ☐Ivory/Gold | $15.00 | | $ |
| 07 | Party Invitations (10/pk) Ivory | $12.00 | | $ |
| 08 | Return Address Labels (60/pk) | $15.00 | | $ |
| 92 | 2020 Souvenir Tassel (Add $5.00 for Rhinestones) DLVD ☐ | $15.00 | | $ |
| 109 | Diploma/Picture Frame | $40.00 | | $ |
| 110 | CAP & GOWN UNIT HEIGHT ___ ft. _____ in. WEIGHT _____ lbs | $50.00 | | $ |
| | | Column 1 Product Subtotal | | $ |

## 4.

| ITEM # | ITEM NAME | SIZE | QTY | PRICE |
|---|---|---|---|---|
| | | | | $ |
| | | | | $ |
| | | | | $ |
| | | | | $ |
| | | | | $ |
| | | | | $ |
| | | | | $ |
| | | | | $ |
| | CAP & GOWN UNIT INDIVIDUAL PROCESSING FEE IF ORDER IS PLACED AFTER MARCH 1, 2020 $10.00 | | | $ |
| | INDIVIDUAL PROCESSING FEE IF ORDER IS PLACED AFTER MARCH 1, 2020 $15.00 | | | $ |
| | Column 2 Product Subtotal | | | $ |

## 5. ENTER YOUR PAYMENT INFORMATION

ACCOUNT NUMBER

☐ VISA ☐ MC ☐ AMEX ☐ DISCOVER

EXPIRATION DATE _____ CODE _____

PRINT CARDHOLDER'S NAME

(If cardholder's billing address is different from above student's address, fill out information below).

CARDHOLDER'S BILLING ADDRESS

CITY STATE ZIP CODE

CARDHOLDER'S SIGNATURE

**CARDHOLDER AGREES PAYMENT MAY BE CHARGED BEFORE GOODS ARE DELIVERED.**

☐ COMPANY TO CHARGE ☐ SALES OFFICE TO CHARGE

| OFFICE USE ONLY | |
|---|---|
| DEPOSIT | $ |
| FULL PREPAID | $ |
| CASH | $ |
| CHECK | $ |

| 6. TOTAL | |
|---|---|
| GRAD PACK PRICE | $ |
| COLUMN 1 PRODUCT SUB TOTAL | $ |
| COLUMN 2 PRODUCT SUB TOTAL | $ |
| PRODUCT TOTAL | $ |
| PACKAGE & HANDLING | $ 12.00 |
| SUBTOTAL | $ |
| 8.25% SALES TAX | $ |
| TOTAL | $ |
| AMOUNT PAID | $ |
| REMAINING BALANCE | $ |

ALL ORDERS WILL BE AUDITED AND ERRORS CORRECTED.

balfour.

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2020 CG50