

Fall Convocation 2009

Academic Regalia Order Form

For Wednesday, August 26, 2009

The Case Bookstore will be processing faculty rental regalia orders for Fall Convocation 2009. Please complete the order form below and return to the bookstore. The form can be delivered by fax or mail. The fax number is 216-368-5205. The campus mail address is Case Bookstore, Thwing Center, Attn: Gift Dept., LC 7102. The mailing address is Case Western Reserve University Bookstore, Attn: Gift Dept., 11111 Euclid Ave., Cleveland, OH 44106.

The deadline for placing orders is FRIDAY, AUGUST 14, 2009. A late charge of \$20.00 will be assessed after April 3rd. Additional shipping charges may also apply.

Payment **must** be included with this form for the order to be placed. We accept credit cards (Master Card, Visa, American Express, or Discover) and departmental requisition. *Please note: All orders without a departmental requisition or tax exempt number will be charged 7.75% sales tax. (See prices in parenthesis) If the departmental purchase for rented regalia is done on a P-card, please note that on bottom of form to insure tax is not charged.*

All on-time orders will be delivered within one week of graduation. For delivery to your office, please check Campus Mail Delivery and fill in the name, department, building, room number, location code, and phone number on the lines provided below. **The campus mail delivery option is possible through April, 24, 2009.** For in-store pickup, please check Pickup and fill in the name, department, and phone number below.

All rentals must be returned to the Case Bookstore by THURSDAY, AUGUST 27, 2009, or a purchase fee for the regalia will be charged to the credit card or departmental requisition.

Any 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	_____ \$27.98 (\$30.15)	_____ \$26.98 (\$29.07)	_____ \$54.96 (\$59.22)
Masters	_____ \$29.98 (\$32.30)	_____ \$28.98 (\$31.23)	_____ \$58.96 (\$63.53)
Doctoral	_____ \$33.98 (\$36.61)	_____ \$32.98 (\$35.54)	_____ \$66.96 (\$72.15)

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

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

Hood -- Exact Wording of Degree: _____

(list highest degree earned)

College/University Degree Earned: _____

College City and State: _____

Delivery and Customer Information

Order Type: Faculty/Staff ___ Presenter/Parent ___ If presenting, Graduate's Name _____

Who will pick up this order: _____

Delivery Options: Pickup ___

Payment Options: Requisition ___ MasterCard ___ Visa ___ Discover ___ American Express ___

Name _____ Phone _____

Department _____ Building _____

Room Number _____ Location Code _____

Name on Credit Card (if different from above) _____

Credit Card Number or Requisition number _____ Expiration Date ___

Tax Exempt Number (if applicable) _____

PLEASE FILL OUT COMPLETELY AND RETURN TO THE BOOKSTORE BY FRIDAY, AUGUST 14, 2009