For easier ordering, please visit **www.academicregalia.herffjones.com**

ACADEMIC REGALIA ORDER FORM

1000 N. Market St. Champaign, IL 61820 800.552.3228 fax: 1-866-858-7611

HERFF JONES® A Varsity ACHIEVEMENT Brand

47-003649-000
Customer No.

Herff Jones Order No.

1 SOLD TO

Shepherd University Bookstore
Individual

College Center Bookstore
Organization

301 N. King Street - PO Box 5000
Street Address

Shepherdstown, WV 25443
City County State Zip

( )
Office Phone Best Time To Call

Email address

SHIP TO

Individual

Street Address

City State Zip

Daytime Phone Best Time To Call
( )

Email address

CURRENT FACULTY MEMBER AT: _____

SCHOOL LOCATION - TOWN & STATE _____

Seasonal demands may affect the delivery time on your order. Please allow 4 - 6 weeks for manufacturing (shipping time additional) after the complete order is received in our Champaign Office.

2

*DATE NEEDED _____

**If your date needed is sooner than the 4 - 6 weeks required for manufacturing, you may be contacted at the phone number you've listed above with information on possible expedited manufacturing/shipping options.*

3

DESCRIPTION OF ORDER

☒ School Specific Regalia: Shepherd University

Contact your Customer Service Representative for a listing of Schools that offer Special Regalia

4

☒ Custom Regalia: Material choice for items below*: Viva Midnight Blue 6614
**Black will be provided unless otherwise specified* *Fabric*

Note: *2 school seals embroidered with Gold rayon thread (not to be hidden by Doctoral hood)

GOWN: ☐ Bachelor ☐ Master
☒ Doctor - Check one model below:
☒ Classic model
☐ Deluxe model

Velvet trim color: X Royal Blue Velvet
☐ Black
☐ Degree Color
- *e.g. PhD. Blue, Arts, Science, etc.*

CONTRASTING BRAID TO OUTLINE: (please specify braid color) Gold Rayon 107
☒ Velvet front panels
☒ Velvet sleeve chevrons
☐ Velvet on hood base

5

HOOD: Fill in details only if hood is desired: Material Viva Midnight Blue 6614
☒ Doctor ☐ Master ☐ Bachelor

Degree DNP
(Give exact wording of degree)

Velvet degree/subject color Apricot
ACE standard will be provided if left blank

College Shepherd University
(Name of school where degree was earned)

Location Shepherdstown, WV
(Town) (State)

6

MORTARBOARD CAP: ☐ Folding Crown - standard

DOCTORAL TAM: ☐ Velvet - four sided - color _____
☐ Velvet - eight sided - color Royal Blue

TASSEL: ☐ Rayon Tassel - color _____
☒ Gold Silk - optional
☐ Metallic Gold Bullion - optional
☐ Metallic Silver Bullion - optional

7

MEASUREMENTS FOR:

Name _____

☐ MALE ☐ FEMALE

1. Height with shoes - top of head to floor _____ feet _____ inches.
2. Chest size - without coat _____ inches.
3. Shirt sleeve measurement _____ inches.
   (Measure from center-back of neck, over the top of the shoulder, and along the outer arm to the break at the back of the wrist.)
4. Cap size _____ inches.
5. ~~Hat size _____ inches.~~
   ~~*(Measure around the crown of the head, just above the ears)*~~
6. Personalized initials (if desired; no extra charge) - specify: _____

8

COST SUMMARY OF ORDER

Gown	$ $481.60
Hood	$157.00
Cap/Tam	$88.10
Tassel	$19.50
Other Items: Contrasting braid - Gold rayon 107	
2 School seals embroidered - Gold rayon thread	
Cost of merchandise	$746.20
SHIPPING & HANDLING	$ $19.95
SALES TAX - your local rate	
☒ Ground Service (to U.S. 48) $19.95	
Call for Air Freight Charges or if outside U.S. 48	
TOTAL COST OF ORDER	$

9

CREDIT CARD OR PURCHASE ORDER

☐ VISA ☐ MASTERCARD ☐ DISCOUNT

Credit Card No. _____

Expiration Date _____

Name on Card _____
Name exactly as it appears on card

Purchase Order # _____

REMARKS & SPECIAL INSTRUCTIONS Bill to:
Ship to:

GARMENT BAGS: ☐ E-Z Stor Bag ☐ Carry-All ☐ Nylon Bag ☐ Nylon Bag with embroidered initials: _____

HANGER: ☐ Contoured ☐ Deluxe 1 3/4" deep

Sales Professional KUHN No. 1582 Customer's Signature _____ Date _____

The information contained in this document is subject to change without notice.