

## LATE CAP AND GOWN ORDER INSTRUCTIONS

- 1. Section 1- Student Info:** Please complete ALL fields. Ring Size applies to Express Pack #8 only.
- 2. Section 2- Express Packages:** Pick a Cap & Gown Express Package. **Express Pack #1** is the cap, gown, and tassel unit required by the school to participate in the graduation ceremony. **Express Pack #8** includes the Official 2010 Class Ring along with a class ring keepsake box in the shape of a cap and tassel. The Official 10' class ring comes in white lustrium (similar to sterling silver) with the student name and school mascot on ring side one and the year date and school educational symbol on ring side 2. The stone color is your school color. Allow 6-8 weeks for the delivery of the class ring which will be mailed to the address that you provide on this form.
- 3. Section 3- Payment:** If you are completing this form then you have missed the deadline to be eligible for your high school's group order discount/sale. **ALL orders should include the \$6.00 shipping & handling. There are NO EXCEPTIONS.** If this amount is not included in your order total the form will be mailed back to you. Please make your check or money order payable to Jostens. Mail the completed order form and payment to:  

**Jostens**  
**231 Market Place #372**  
**San Ramon, CA 94583-4743**
- 4. Refunds/Exchanges-** There are NO REFUNDS or EXCHANGES for items ordered using this late order form.
- 5. Delivery-** Your Cap and Gown Express Pack will be delivered on-campus at your high school with the rest of your senior class 1-2 weeks before graduation. Your high school will inform you of the scheduled cap and gown delivery date. Each student is responsible for picking up their order at this time.
- 6. Online Ordering-** You can order announcements, graduation products, and class rings online at [www.sfgrad.com](http://www.sfgrad.com). Late Order Caps and Gowns CAN NOT be purchased online. If you have missed the original school order deadline, you must complete this order form to place a cap and gown order.

## LATE ANNOUNCEMENT/ACCESSORIES ORDER INSTRUCTIONS

This late cap and gown order form came enclosed in a **graduation product catalog**. Announcements, accessories, and all other graduation products can be ordered using this catalog. You can:

1. Place your order by phone at 1-877-475-7027. Check by phone is now accepted!

OR

2. Place your order online at [www.sfgrad.com](http://www.sfgrad.com)

### **\*\*\*IMPORTANT NOTE\*\*\***

*You CAN NOT place a cap and gown order online after the group order deadline. You must use the Express Graduation Late Order Form to place your cap and gown order. Please read the above directions carefully to ensure that your order is placed correctly.*