



LATE CAP AND GOWN ORDER INSTRUCTIONS



- SECTION 1- STUDENT INFO:** Please complete ALL fields. Ring Size applies to Express Pack #8 only.
- SECTION 2- EXPRESS PACKS:** Choose one of the Cap & Gown Express Packs. **Express Pack #1** is the cap, gown, and tassel unit required by your school to participate in the graduation ceremony. **Express Pack #8** includes the Official 2011 Class Ring, a stacked souvenir tassel, and a class ring keepsake box in the shape of a graduation cap. The Official 2011 class ring is white lustrium (similar to sterling silver). The student name and school mascot are engraved on ring side one. Your graduation year date and school educational symbol are on ring side 2. The stone color is your school color. Allow 6-8 weeks for the delivery of the class ring. The ring will be mailed to the address that you provide on this form. Don't forget your ring size!
- SECTION 3- PAYMENT:** If you are completing this form then you have missed your school's cap & gown order deadline and are no longer eligible for your high school's group order discount. **ALL orders must 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
- REFUNDS/EXCHANGES-** There are NO REFUNDS or EXCHANGES for any items available for purchase on this late order form. ALL SALES ARE FINAL.
- DELIVERY-** Your Cap and Gown Express Pack will be delivered on-campus at your high school with the rest of your senior class approximately 1-2 weeks before graduation. Your high school will inform you of the scheduled cap and gown delivery date & time. Each student is responsible for picking up their order on the scheduled delivery day.
- ONLINE ORDERING-** You can order announcements, graduation accessories, and class rings online at www.jostens.com. Late Order Caps and Gowns CAN NOT be purchased online. If you have missed your school's original order deadline, you must complete this order form to place a cap and gown order.



LATE ANNOUNCEMENT & GRADUATION ACCESSORIES ORDER INSTRUCTIONS

This late cap and gown order form came enclosed in a **graduation product catalog**. Announcements, accessories, and all of the other graduation products located in this catalog are still available for purchase. You can:

- Place your order by phone at 1-877-475-7027.
OR
- Place your order online at www.jostens.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.