



## 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 Packages. 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 2012 Class Ring, a stacked souvenir tassel, key ring and a class ring keepsake box in the shape of a graduation cap. The Official 2012 class ring is white lustrium (similar to sterling silver). The student first name and school mascot are engraved on ring side one. The graduation year date and school educational symbol are engraved on ring side 2. The stone color is the 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 order form. Don't forget to provide your ring size!
- SECTION 3- PAYMENT:** If you are completing this form then you have missed your school's cap & gown order deadline and you 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 returned to you. Online ordering is no longer available. You must place your order by mail. Please make your check or money order payable to Jostens. Mail the completed order form and payment to:

**Jostens**  
**231 Market Place, Ste. 372**  
**San Ramon, CA 94583-4743**

- REFUND/RETURN/EXCHANGE POLICY** – Items purchased using this late order form are not eligible for RETURNS, REFUNDS or EXCHANGES. ALL SALES ARE FINAL. By completing this order form you are agreeing to the refund/return/exchange policy.
- DELIVERY** - Your Cap & Gown Express Pack will be delivered on-campus at your high school along with the on-time orders 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](http://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](http://www.jostens.com)

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

**You CAN NOT place a cap and gown order online after the high school order deadline.** You must use this Express Graduation Late Order Form and place your cap and gown order by mail. Please read the above directions carefully to ensure that your order is placed correctly. **The final deadline to submit this form is April 1, 2012.**