



Unique Recognition

Faculty Regalia Order Form Colorado State University

TO SUBMIT ORDER: When you are finished filling out your order, click "submit form" above. We will confirm receipt of your order within one business day.

EMAIL: college@uniquerecognition.com

DEADLINE: FRIDAY, NOVEMBER 15, 2013

Orders received after the deadline are late orders. While Unique Recognition / Herff Jones will attempt to fill late orders, heavy demand at this time of year prevents them from making any guarantees. Any orders received after the above deadline will automatically be assessed a **\$20.00 late fee** and if the order requires special shipping arrangements, additional charges will be added. All late orders (rental fee plus any late fees) are **NONREFUNDABLE** and must be paid at time of ordering.

PAYMENT:

Individuals: Payment may be made by cash, check, or credit card at the time your regalia is picked up providing the order is submitted prior to the above deadline. Payment in advance by credit or debit card is appreciated. Please see information above if ordering after the deadline (late orders).

Departments: Please submit your departmental credit card by calling our office at 970.663.2668. **Departmental credit cards must accompany all orders.** Please check with your department's administrative assistant or the college commencement representative for more information on this payment option.

DISTRIBUTION:

A. Department orders of three or more can be delivered via CSU Mail Distribution. Please select at bottom of form.

B. Regalia distribution will take place at the Racquetball Courts in Moby C-Wing on Wednesday and Thursday, December 18 and 19; 8:00 a.m. - 5:00 p.m.

REGALIA RETURN:

All returns will be to the **Racquetball Courts in Moby C-Wing**. Regalia must be returned following your last ceremony, as there will not be a location available on campus after the last convocation.

ALL ITEMS REQUIRED

Last Name: First Name: Middle Initial:

E-mail: Phone: () - - Ext.

Gender: Male Female Weight: Height: ' " Cap Size:

Degree (check one): Associate Bachelor Master Doctor Education Specialist

Degree Earned **Including Major** (ex. MA - Education):

Name of School Where Degree Earned:

Location of School: City State

Check the item you are ordering:	<input type="checkbox"/> Cap, Gown, Tassel, & Hood \$45.00	<input type="checkbox"/> Cap, Gown, & Tassel Only \$21.00	<input type="checkbox"/> Hood Only \$24.00
	<input type="checkbox"/> Gown Only \$21.00	<input type="checkbox"/> Cap Only \$15.00	<input type="checkbox"/> Tassel Only \$8.00

PAYMENT INFORMATION:

Billing Address:

Department:

E-mail: Phone: () - - Ext.

Credit Card Number: - - - Expiration Date: /

Card Holder's Name Printed:

DEPARTMENT DELIVERY VIA CSU MAIL DISTRIBUTION (DEPARTMENT ORDER OF 3 OR MORE ONLY):

Would you like your department's order delivered? Yes No Campus Delivery Number: