



Unique Recognition

Electronic Faculty Regalia Order Form Colorado State University

TO SUBMIT ORDER, Click on the link below and enter numbers for access.

ORDER FACULTY REGALIA

Customer Number: 05000206002

Order Number: 3701533

Using the drop down menu, find your name, click on it then hit continue. You must first click "Edit Order" and review ALL your order information before confirming. Please add your Department and Email Address. You will receive an immediate email confirmation of your order. If you do not receive the email confirmation, please contact Unique Recognition at 970-663-2668. If your name does not appear, simply click on "New Faculty Member" and carefully follow instructions.

ON-LINE ORDERING DEADLINE: *THURSDAY, NOVEMBER 5, 2015 at 6:00 p.m.*

DISTRIBUTION & PAYMENT: *PLEASE READ!*

Direct Shipment of Orders: Departments with 3 or more orders may choose to have these direct shipped to one location. Once all On-Line ordering is complete on November 6, 2015, please email your payment list of faculty/staff (first and last name) and shipping location to college@uniquerecognition.com. For security purposes, submit your departmental credit card by calling our office at 970.663.2668. Payment will be processed prior to order shipment. Please check with your department's administrative assistant or the college commencement representative for more information on this payment option. Additionally, once an order has been shipped to a department, it cannot be cancelled.

On-Site Order Pickup: Your regalia will be available for pick up on Thursday & Friday, December 17th & 18th from 8:00am – 5:00pm in the Moby C-Wing. (Far east end of the Moby Complex) Payment will also be accepted at time of pick up.

REGALIA RETURN:

All returns will be **in the Intramural Gym - Moby C-Wing.** (Far east end of Moby Complex) Regalia must be returned following your last ceremony, as there will not be a location available on campus after the last graduation.

REGALIA PRICES:

Gown, Cap, Tassel & Hood - \$48.00
Gown, Cap & Tassel Only - \$22.00
Hood Only - \$26.00
Gown Only - \$22.00
Cap Only - \$15.00
Tassel Only - \$8.00

IF YOU MISSED THE ON-LINE ORDERING DEADLINE:

Your regalia order must now be phoned in to Unique Recognition (970) 663-2668 or emailed college@uniquerecognition.com. 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. All late orders will be available for On-Site Pick Up only in the Moby C-Wing. Late orders cannot be shipped to a department.