



Unique Recognition

# Electronic Faculty Regalia Order Form Colorado State University

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

## [ORDER FACULTY REGALIA](#)

Customer Number: 05000206002

Order Number: 3207143

Using the drop down menu, find your name, click on it then hit continue. EDIT YOUR ORDER, review completely and add your Full Department Name and Email Address. You will receive an immediate email confirmation of your order. If your name does not appear, simply click on "New Faculty Member" and follow instructions completely. You will receive an immediate email confirmation of each order.

**ON-LINE ORDERING DEADLINE: *THURSDAY, APRIL 2, 2015 at 6:00 p.m.***

### **DISTRIBUTION & PAYMENT:**

***Direct Shipment of Orders:*** Departments may request their order be direct shipped to one on-campus location. Once all On-Line ordering is complete, email your payment list of faculty/staff (first and last name) and "on-campus" shipping location to [college@uniquerecognition.com](mailto: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.

***On-Site Order Pickup:*** Your regalia will be available for pick up on Wednesday & Thursday, May 13<sup>th</sup> & 14<sup>th</sup> from 8:00am – 5:00pm and Friday & Saturday, May 15<sup>th</sup> & 16<sup>th</sup> 1 hour prior to each ceremony in the Moby C-Wing Only. (Far east end of the Moby Complex) Payment will be accepted at time of pick up.

### **REGALIA RETURN:**

All returns will be in **Moby C-Wing in the Intramural Gym.** (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 convocation.

### **REGALIA PRICES:**

Gown, Cap, Tassel & Hood - \$47.00  
Gown, Cap & Tassel Only - \$22.00  
Hood Only - \$25.00  
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 at (970) 663-2668 OR email to [college@uniquerecognition.com](mailto: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. Orders received after the deadline of April 2, 2015 are not eligible for direct shipping. These orders will only be available at the Moby C-Wing "On-Site" order pickup area.