

Faculty & Staff Regalia Order Form for May 17, 2020 Commencement

-TO ENSURE YOUR ORDER IS RECEIVED, please email your order to sm364@bncollege.com. You can also fax your order at 216-368-5205. You will receive a confirmation email when your order is processed. If you do not receive a confirmation within 3 business days, please call us at 216.368.2650 or 1-800-825-2650.

-Orders can be picked up at 11451 Euclid Ave, Cleveland, OH 44106 or shipped (Regular UPS) for \$7.50 until May 8th 2020

-The deadline for placing orders is MONDAY, APRIL 13, 2020. A late charge of \$10.00 will be assessed after May 1st. Additional shipping charges may apply.

-All rentals must be returned to the Case Bookstore by TUESDAY, MAY 19, 2020. After this date, a late fee may be applied to the credit card or departmental requisition.

Questions? Please call the bookstore at 216-368-2650 or e-mail us at sm364@bncollege.com

Cap and Gown Rental Information

| | <u>Cap & Gown Only</u> | <u>Hood Only</u> | <u>Complete Regalia</u> |
|-----------|----------------------------|-------------------------|-------------------------|
| Bachelors | _____ \$35.40 (\$38.23) | _____ \$35.40 (\$38.23) | _____ \$70.80 (\$76.46) |
| Masters | _____ \$37.40 (\$40.39) | _____ \$37.40 (\$40.39) | _____ \$74.80 (\$80.78) |
| Doctoral | _____ \$42.00 (\$45.36) | _____ \$42.00 (\$45.36) | _____ \$84.00 (\$90.72) |

Name -- _____

Cap --Regular hat size or circumference of head in inches: _____

Gown --Height: _____ ft. _____ in. Approximate weight: _____ lbs.

Hood --Exact Wording of Your Highest Degree: _____

College/University Where Degree Was Earned: _____

College/University City and State: _____

Customer Information

1. This order is for: Faculty/Staff ___ Presenter/Parent___ Graduate Name _____

2. Who will pick up this order: _____

3. Telephone: _____

4. Payment Options:

As of January 1, 2020, we can no longer process credit card payment unless the physical card is presented at the store. Please choose from one of the options below: (please check one)

___ Pay at pick up (Store Hours: M-TH 8am-7pm Fri 8am-5pm Sat 10am-6pm)

___ Speed Type Name on Account _____ Department _____

Speed Type Account Number _____ Telephone _____

PLEASE FILL OUT COMPLETELY AND RETURN TO THE BOOKSTORE BY Monday, April 13, 2020