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

<table>
<thead>
<tr>
<th>Cap &amp; Gown Only</th>
<th>Hood Only</th>
<th>Complete Regalia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelors</td>
<td>$35.40</td>
<td>$35.40</td>
</tr>
<tr>
<td>Masters</td>
<td>$37.40</td>
<td>$37.40</td>
</tr>
<tr>
<td>Doctoral</td>
<td>$42.00</td>
<td>$42.00</td>
</tr>
</tbody>
</table>

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:

___ 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