

Faculty & Staff Regalia Order Form for May 2023 Commencement

-TO ENSURE YOUR ORDER IS RECEIVED, please email your order to axr178@case.edu. 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 11434 Uptown Ave, Cleveland, OH 44106 or shipped (Regular UPS) for \$7.50 until May 8th 2023

-The deadline for placing orders is MONDAY, APRIL 24, 2023. 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 23, 2023. 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 Ann Rossi, Mgr. @axr178@case.edu

Cap and Gown Rental Information

	<u>Cap & Gown Only</u>	<u>Hood Only</u>	<u>Complete Regalia</u>
Bachelors	_____ \$38.25 (\$41.31)	_____ \$38.25 (\$41.31)	_____ \$76.50 (\$82.62)
Masters	_____ \$41.25 (\$44.50)	_____ \$41.25 (\$44.50)	_____ \$82.50 (\$89.10)
Doctoral	_____ \$45.50 (\$49.14)	_____ \$45.50 (\$49.14)	_____ \$90.00 (\$97.20)

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-F 9am-5pm, Saturday 11am-4pm)

___ Speed Type Name on Account _____ Department _____

Speed Type Account Number _____ Telephone _____

PLEASE FILL OUT COMPLETELY AND RETURN/EMAIL TO THE BOOKSTORE BY Monday, April 24, 2023