

## Faculty & Staff Regalia Order Form for May 2024 Commencement

-TO ENSURE YOUR ORDER IS RECEIVED, please email your order to [axr178@case.edu](mailto: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 \$8.99 until May 3<sup>rd</sup> 2024

-The deadline for placing orders is FRIDAY, APRIL 19, 2024. 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 22, 2024. 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 &amp; Gown Only</u> | <u>Hood Only</u>        | <u>Complete Regalia</u>  |
|-----------|----------------------------|-------------------------|--------------------------|
| Bachelors | _____ \$40.00 (\$43.20)    | _____ \$40.00 (\$43.20) | _____ \$80.00 (\$86.40)  |
| Masters   | _____ \$42.00 (\$45.36)    | _____ \$42.00 (\$45.36) | _____ \$84.00 (\$90.72)  |
| Doctoral  | _____ \$47.25 (\$51.03)    | _____ \$47.25 (\$51.03) | _____ \$94.50 (\$102.06) |

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)**

\_\_\_ **Speed Type** Name on Account: \_\_\_\_\_ Department: \_\_\_\_\_

Speed Type Account Number \_\_\_\_\_ Telephone \_\_\_\_\_

PLEASE FILL OUT COMPLETELY AND RETURN/EMAIL TO THE BOOKSTORE BY Friday, April 19, 2024