

# Announcement and Cap and Gown Late Order Instructions

Please follow these instructions and guidelines:

1. DO NOT USE THIS FORM FOR LATE CAP/GOWN/TASSEL ONLY ORDERS. Please go to our website at [www.northwaygrad.com](http://www.northwaygrad.com) to place cap/gown/tassel order using online form.
2. Check the package you wish to order. Items cannot be ordered separately at this time.
3. Select Cap/Gown/Tassel set and be sure to fill in sex, height, and weight information so that your order will be processed correctly.
  - a. Choose **Cap/Tassel** or **Tassel Only** if you already have a gown or cap/gown.
4. Calculate your total by adding all items, along with the sales tax and shipping/handling.
5. Make cashier's check or money order payable to Matt Oberkrieser. Full payment is required – cashier's check, money order, or credit card. We **CANNOT** accept personal checks for payment. Orders sent with a personal check will be returned.
6. Orders must be **received by May 15<sup>th</sup>** in order to process in time for graduation. Orders will be shipped to your home during the first week of June, with the exception of cap and gown units, which will be delivered directly to the school.
7. Fax or mail your graduation order to:  
  
Jostens, Inc.  
175 Broad Street  
Box 172  
Glens Falls, NY 12801  
  
Fax Number: (518) 490-6443
8. If you have ordering questions, please call or email the office at 581-1468 or [contact@northwaygrad.com](mailto:contact@northwaygrad.com)

Congratulations to your 2018 Graduate and  
Thank You very much for your business!

# Announcement Late Order Program with Cap and Gown

Jostens has the following Announcement Packages available for those who have yet to order. You must use the form below to order your graduation items. There are **No Refunds** on these orders. All items are sold while they last on a first come, first served basis.

**All orders must be paid in full with money order, cashier's check, or credit card.**

**Personal checks will NOT be accepted and order will be returned to you.**

Be sure to **neatly print** your name below as you want it to be spelled on your name cards. (Incorrect cards due to poor handwriting will cost \$20.00 to remake and will take approximately two weeks).

School Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

First

Middle

Last

Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <p style="text-align: center;"><b>Mini</b></p> <p>15 Announcements<br/>15 Personalized Name Cards<br/>25 Envelope Seals<br/>25 Thank You Notes<br/><b>FREE</b> Senior Key Ring<br/>2018 Senior Bag<br/>Status Tassel<br/><b>\$79.99</b><br/>Cap and Gown Priced Separately<br/><b>(Save \$9.00!)</b></p> | <input type="checkbox"/> <p style="text-align: center;"><b>Essential</b></p> <p>25 Announcements<br/>25 Personal Name Cards<br/>25 Envelope Seals<br/>25 Thank You Notes<br/>50 Return Address Labels<br/>Senior Flip Flops<br/>Senior Key Ring<br/>2018 Senior Bag<br/>Status Tassel<br/>2018 Aluminum Water Bottle<br/><b>FREE</b>, Cap, Gown, and Tassel Set<br/><b>\$139.99</b><br/><b>(Save \$30.00!)</b></p> | <input type="checkbox"/> <p style="text-align: center;"><b>Senior</b></p> <p>2018 Hoodie (Circle S M L XL 2XL)<br/>Senior Flip Flops<br/>Senior Key Ring<br/>2018 Aluminum Water Bottle<br/>2018 Senior Bag<br/><b>FREE</b> Status Tassel<br/>Car/Locker Magnet<br/>Senior Pen<br/><b>\$107.99</b><br/>Cap and Gown Priced Separately<br/><b>(Save \$12.50!)</b></p> |
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|----------------------------------------------------------|------------------------------------------------------------------|----------------------------------------------|---------------------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <b>Cap, Gown, Tassel Set</b><br><input type="checkbox"/> | Male <input type="checkbox"/><br>Female <input type="checkbox"/> | <b>Height:</b> _____<br><b>Weight:</b> _____ | <b>PRICE:</b><br><b>\$40.00</b> | Already have a gown or cap/gown? Choose from the two options on the right → | <b>Cap/Tassel set only:</b><br>\$20.00<br><input type="checkbox"/><br><b>Tassel only: \$10.00</b> <input type="checkbox"/> |
|----------------------------------------------------------|------------------------------------------------------------------|----------------------------------------------|---------------------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|

Package Price \_\_\_\_\_

Cap and Gown Price \_\_\_\_\_

Product Total \_\_\_\_\_

Shipping and Handling **\$9.95**

Subtotal \_\_\_\_\_

Sales Tax (7%) \_\_\_\_\_

Total Price \_\_\_\_\_

Circle One: Visa MasterCard Amex Discover

Credit Card No. \_\_\_\_\_

Expiration Date \_\_\_\_/\_\_\_\_ Security Code: \_\_\_\_

Name On Card: \_\_\_\_\_

All forms of payment must be made payable to:  
**MATT OBERKRIESER**  
Scan/Email/Fax Form with Credit Card Info or  
Mail Form With Payment To:  
**Matt Oberkrieser-Jostens**  
175 Broad Street, Box 172 • Glens Falls, NY 12801  
Office: 581-1468 Fax: 490-6443