



In partnership with...



## Information for the parents and guardians of Bedford High School's Class of 2016

January, 2016

Dear parents and guardians,

Planning is now underway for the graduation-related events of Bedford High's Class of 2016. Although graduation may seem far in the future, we are actively getting everything ordered, manufactured and in place to provide an exciting graduation season for the graduates and their families.

It is now time for parents and guardians to place orders for the formal graduation announcements which will be shipped directly to residences beginning a few weeks after the final and approved graduation date is set.



Your printable order form and digital product catalogue can be found online at  
**[www.GradGowns.com](http://www.GradGowns.com)**

1. Select **ANNOUNCEMENTS** on the menu
2. Select **BEDFORD HIGH SCHOOL** in the grey drop-box at the top of the page.

Bedford High School provides a custom announcement design as shown to the left featuring an engraved school mascot, design using red and silver foil with accenting black ink, and custom text providing the date, time and place of the Class of 2016 graduation ceremony on the inside.

**A limited amount of announcements are being engraved and printed.** Orders will be accepted and filled on a first-come basis.

Formally announcing your son or daughter's graduation from high school is a decades-strong American tradition properly achieved by sending graduation announcements to family and friends.

Mail them to friends and family and expect an enthusiastic and appreciative response.

FIRST NAME	MIDDLE NAME OR INITIAL	LAST NAME	
<b>CLEARLY PRINT.</b> Use UPPER and LOWER case letters. Use PUNCTUATION where needed. The name you provide will be used for any personalized items ordered.			
STREET ADDRESS FOR UPS SHIPPING (NO POST OFFICE BOXES)			PHONE
CITY - TOWN		STATE	ZIP CODE
SCHOOL NAME			
# 7 5 9 3 B E D F O R D H I G H S C H O O L			

CATALOG ITEM #	PRODUCT DESCRIPTION	QTY	UNIT	PRICE	TOTAL
1	Announcements with 2 envelopes each		10 PK	\$15.00	
2	Traditional Style Name Cards		20 PK	\$13.60	
	2016 Swoosh Style Name Cards		20 PK	\$17.30	
3	Announcements Inserts		20 PK	\$6.50	
4	2016 Envelope Seals		20 PK	\$6.50	
5	Return Address Labels		40 PK	\$10.50	
6	Classic Style Announcement Covers		EACH	\$8.50	
7	Personal Notes <input type="checkbox"/> Diamond <input type="checkbox"/> White or <input type="checkbox"/> Ivory <input type="checkbox"/> Contemporary <input type="checkbox"/> White or <input type="checkbox"/> Ivory <input type="checkbox"/> Traditional <input type="checkbox"/> White or <input type="checkbox"/> Ivory		20 PK	\$17.50	
8	Thank You Notes – Graduate Style		20 PK	\$11.25	
	Thank You Notes – Foil Style <input type="checkbox"/> Gold or <input type="checkbox"/> Silver		20 PK	\$11.25	
	Thank You Notes – Grad Cap Style		20 PK	\$14.25	
9	Open House Cards		20 PK	\$14.25	
10	Graduation Celebration Cards		20 PK	\$12.25	
11	Photo Celebration Cards		20 PK	\$13.95	
12	Engraved Photo Frame <input type="checkbox"/> Verse V2S <input type="checkbox"/> Verse V2B <input type="checkbox"/> Verse V3		EACH	\$26.25	
15	Engraved Name Plates <input type="checkbox"/> Silver or <input type="checkbox"/> Brass  PRINT NAME TO BE ENGRAVED		EACH	\$9.25	
16	Open House Guest Book		EACH	\$17.95	
17	Senior Pride Portfolio		EACH	\$19.95	
18	Expandable Memory Book		EACH	\$31.95	
19	High School Memories Book		EACH	\$24.95	
20	Seniors Sweatshirt <input type="checkbox"/> SM <input type="checkbox"/> MED <input type="checkbox"/> LG <input type="checkbox"/> XL <input type="checkbox"/> XXL <input type="checkbox"/> XXXL		EACH	\$29.95	
21	Ladies 2016 V-Neck T-Shirt <input type="checkbox"/> SM <input type="checkbox"/> MED <input type="checkbox"/> LG <input type="checkbox"/> XL <input type="checkbox"/> XXL <input type="checkbox"/> XXXL		EACH	\$20.50	
22	Senior T-Shirt <input type="checkbox"/> SM <input type="checkbox"/> MED <input type="checkbox"/> LG <input type="checkbox"/> XL <input type="checkbox"/> XXL <input type="checkbox"/> XXXL		EACH	\$18.95	
23	Yoga Pants <input type="checkbox"/> SM <input type="checkbox"/> MED <input type="checkbox"/> LG <input type="checkbox"/> XL <input type="checkbox"/> XXL <input type="checkbox"/> XXXL		EACH	\$28.95	
24	Seniors Sweatpants <input type="checkbox"/> SM <input type="checkbox"/> MED <input type="checkbox"/> LG <input type="checkbox"/> XL <input type="checkbox"/> XXL <input type="checkbox"/> XXXL		EACH	\$27.95	
25	Senior Mesh Shorts <input type="checkbox"/> SM <input type="checkbox"/> MED <input type="checkbox"/> LG <input type="checkbox"/> XL <input type="checkbox"/> XXL <input type="checkbox"/> XXXL		EACH	\$16.95	
26	Senior Girls Shorts <input type="checkbox"/> SM <input type="checkbox"/> MED <input type="checkbox"/> LG <input type="checkbox"/> XL <input type="checkbox"/> XXL <input type="checkbox"/> XXXL		EACH	\$15.50	
27	27. Headbands (pack of 3 assorted)		PACK	\$19.95	
28	28. Senior Stocking Cap		EACH	\$13.50	
ORDER SUBTOTAL:				\$	
SHIPPING & BOXING:				\$15.00	
ORDER TOTAL:				\$	

EMAIL FOR ORDER CONFIRMATION or FOLLOW-UP

## CLASS of 2016 ORDER FORM

### GRADUATION ANNOUNCEMENTS

### SENIOR CLASS GIFTS & MEMENTOS

**ORDER BY MARCH 1, 2016**

MAIL or FAX YOUR ORDER TO:

**UNIVERSITY CAP & GOWN**

486 ANDOVER STREET  
LAWRENCE, MA 01843

**FX: (978) 686-8177**

**PH: (800) 585-5500**

Your order will be shipped for delivery about 4 weeks prior to the graduation ceremony. Announcements should be mailed to family and friends 2 to 3 weeks before the ceremony.

All products can be viewed online at our website for your school as follows:

**Log on to:** [www.GradGowns.com](http://www.GradGowns.com)

**Click:** Announcements on the menu bar

**Click:** your school's name in the drop-down at the top of the page.

Engraving of the school crest and announcement design is underway, but, we are not able to print the text copy and complete the process until the **final** and **approved** graduation date is provided by the school district in the Spring.

All orders received by the order deadline date are shipped at the same time.



University Cap & Gown

[www.GradGowns.com](http://www.GradGowns.com)

486 ANDOVER STREET

LAWRENCE, MASSACHUSETTS 01843-2108

(978) 686-4566 – (978) 688-1744 – FAX (978) 686-8177

DO NOT DETACH - BOTTOM PART OF FORM WILL BE DETACHED AND DESTROYED AFTER PAYMENT IS PROCESSED - DO NOT DETACH

#### PAYMENT INFORMATION

- ☐ CHECK (Payable to UNIVERSITY CAP & GOWN)  
☐ CREDIT or DEBIT CARD (Complete Information at Right)

\$ \_\_\_\_\_  
AMOUNT OF ORDER STUDENT NAME ON ORDER

CARD NUMBER

\_\_\_\_\_  
MONTH YEAR

EXP DATE

NAME ON CARD

SIGNATURE