



In partnership with...



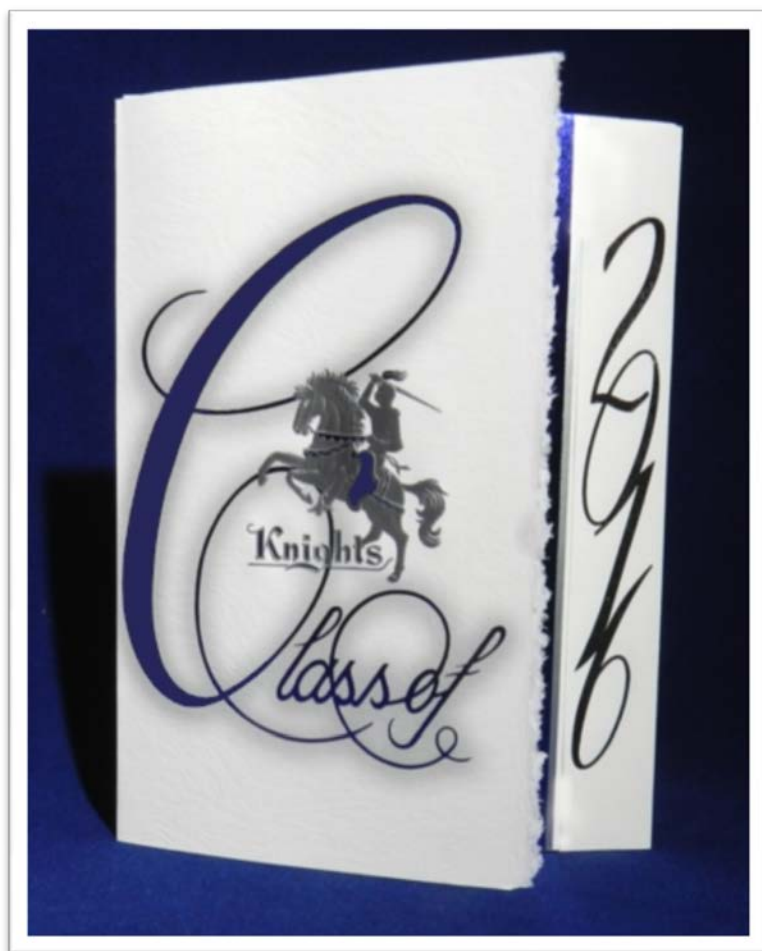
Information for the parents and guardians of Poland Regional High School's Class of 2016

January, 2016

Dear parents and guardians,

Planning is now underway for the graduation-related events of Poland Regional 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

1. Select **ANNOUNCEMENTS** on the menu
2. Select **POLAND REGIONAL HS** in the grey drop-box at the top of the page.

Poland Regional High School provides a custom announcement design as shown to the left featuring an engraved school mascot, design using royal blue 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.

IMPORTANT:

Each graduate will automatically receive 4 graduation announcements which will be distributed by the school. You only need to place an order for any amount needed above the 4 provided, or wish to order printed name cards, thank you notes, etc. from the catalog.

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	
CLEARLY PRINT. 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			
# 2 8 6 4 P O L A N D R E G I O N A L 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 ☐ Diamond ☐ White or ☐ Ivory ☐ Contemporary ☐ White or ☐ Ivory ☐ Traditional ☐ White or ☐ Ivory		20 PK	\$17.50	
8	Thank You Notes – Graduate Style		20 PK	\$11.25	
	Thank You Notes – Foil Style ☐ Gold or ☐ 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 ☐ Verse V2S ☐ Verse V2B ☐ Verse V3		EACH	\$26.25	
15	Engraved Name Plates ☐ Silver or ☐ 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 ☐ SM ☐ MED ☐ LG ☐ XL ☐ XXL ☐ XXXL		EACH	\$29.95	
21	Ladies 2016 V-Neck T-Shirt ☐ SM ☐ MED ☐ LG ☐ XL ☐ XXL ☐ XXXL		EACH	\$20.50	
22	Senior T-Shirt ☐ SM ☐ MED ☐ LG ☐ XL ☐ XXL ☐ XXXL		EACH	\$18.95	
23	Yoga Pants ☐ SM ☐ MED ☐ LG ☐ XL ☐ XXL ☐ XXXL		EACH	\$28.95	
24	Seniors Sweatpants ☐ SM ☐ MED ☐ LG ☐ XL ☐ XXL ☐ XXXL		EACH	\$27.95	
25	Senior Mesh Shorts ☐ SM ☐ MED ☐ LG ☐ XL ☐ XXL ☐ XXXL		EACH	\$16.95	
26	Senior Girls Shorts ☐ SM ☐ MED ☐ LG ☐ XL ☐ XXL ☐ 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

Click: Announcements on the menu bar

Click: Poland Reg HS 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

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