

**4 University Cap & Gown**

<u>Address</u> 486 Andover Street Lawrence, MA 01843-2199	<u>Contact</u> Duane Fox <u>Phone</u> 978-686-4566
<u>Email</u> duane@universitycapandgown.com	<u>Tollfree</u> 800-585-5500
<u>Web</u> www.mhecgrad.com	<u>Fax</u> 978-686-8177
<i>Small Business</i>	<u>FEI #</u> 0422543710000

Contract pricing is based on percentage off list pricing. See end of contract for list pricing at initiation of contract.

1 - Offers special pricing discounts on custom products for non-rush early orders. Orders placed between October and January for items such as honorary hoods, trustee robes, presidential regalia and tams may qualify for additional discounts of up to 50% off list price.

2 - Exclusive to MHEC members schools - cleaning and repair services for school owned regalia (trustee platform, President, etc.) Regalia is delivered pressed on hangars.

3 - A special 3-4 yr purchase plan for platform party regalia. To help in offsetting the cost of robing a large platform party, this program helps schools to save on rental costs and retain for future use.

Offering a green gown made from 100% recycled products.

Return Policy No Restocking Fee. Returns valid up to 45 days after Grad. No returns on custom products. Requests for returns over 45 days after graduation must be pre-approved, but will be considered.

Major Credit Cards MasterCard, Visa, Amex, or Discover

Delivery 10 days or as needed  same or next day service avail. for rush orders

Cash Terms Net 30 Days

Offer Extended Offer IS extended to Faculty, Staff & Students

FOB FOB Destination

Freight Freight included on bulk orders - minimum quantity of 10 units. Own Fleet of vehicles for delivery.

Minimum Order None

Additional Terms All orders must be noted "MHEC pricing" Bid Number MC10-B01

<u>Contract extended to New England States:</u>	<b>Yes</b>	<b>No</b>	<b>Pending</b>	<b>Restricted</b>	<b>Restrictions Defined</b>
	<b>CT</b>				Yes
	<b>MA</b>				
	<b>ME</b>				
	<b>NH</b>				
	<b>RI</b>				
	<b>VT</b>				



**Orders**

Edie  
 486 Andover St.  
 Lawrence, MA 01843  
 Phone: 978-686-4566  
 TollFree: 800-585-5500  
 Fax: 978-686-8177  
 Email: edie@universitycapandgown.com

**Remit**

Accounts Receivable  
 486 Andover Street  
 Lawrence, MA 01843  
 Phone: 978-686-4566  
 TollFree: 800-585-5500  
 Fax: 978-686-8177  
 Email: maryann@universitycapandgown.com

**Brand: University Cap & Gown**

Announcements	Personalized Entire Brand	30%	Discount
Cap, Gown, Hood	Deluxe Regalia-Student & Faculty Souvenir Entire Brand	35%	Discount
Cap, Gown, Hood	Economy Regalia-Student & Faculty Souvenir Entire Brand	25%	Discount
Cap, Gown, Hood	M/2000 Souvenir Series-Student, Faculty, Doctor Entire Brand	30%	Discount
Cap, Gown, Hood	Premium Freedom Souvenir-Student, Faculty, Doctor Entire Brand	30%	Discount
Cap, Gown, Hood	RENTAL -Deluxe ~ Premium-Student, Faculty, Doctor Entire Brand	25%	Discount
Cap, Gown, Hood	RENTAL - Standard-Student, Faculty, Doctor Entire Brand	25%	Discount
Cap, Gown, Hood	Standard Regalia-Student & Faculty Souvenir Entire Brand	30%	Discount
Cap, Gown, Hood	Ultra Green - Souvenir-Student, Faculty, Doctor Entire Brand	30%	Discount
Crest Envelope Seals	Personalized by College Entire Brand	30%	Discount
Crested Note Cards	Personalized by College Entire Brand	30%	Discount
Diploma Covers	Entire Brand	30%	Discount
Diplomas	Customized Entire Brand	30%	Discount
Garment Bags	Entire Brand	25%	Discount
Honor Cords	Single and Double-Souvenir Entire Brand	25%	Vol.>or = 100 = 35%
Stoles	Entire Brand	25%	Discount
Tassels	Entire Brand	25%	Discount

**University Cap & Gown SPECIAL INSTRUCTIONS**

**REFER TO GRID BELOW FOR COMPLETE PRODUCT PRICING**



University Cap & Gown	University Cap & Gown	<i>M/2000</i>	Bachelor Cap&Gown	\$ 16.50	30%	\$ 11.55
University Cap & Gown	University Cap & Gown	<i>M/2000</i>	Bachelor Hood	\$ 11.95	30%	\$ 8.37
University Cap & Gown	University Cap & Gown	<i>Premium Freedom</i>	Bachelor Cap&Gown	\$ 19.45	30%	\$ 13.62
University Cap & Gown	University Cap & Gown	<i>Premium Freedom</i>	Bachelor Hood	\$ 14.95	30%	\$ 10.47
University Cap & Gown	University Cap & Gown	<i>Eco-Friendly UltraGreen</i>	Bachelor Cap&Gown	\$ 22.95	30%	\$ 16.07
University Cap & Gown	University Cap & Gown	<i>Eco-Friendly UltraGreen</i>	Bachelor Hood	\$ 16.95	30%	\$ 11.87
University Cap & Gown	University Cap & Gown	<i>M/2000</i>	Soft Cap (added to ca	\$ 0.50	30%	\$ 0.35
University Cap & Gown	University Cap & Gown	Personalized Announcements	Entire Brand	N/A	30%	N/A
University Cap & Gown	University Cap & Gown	Customized Diplomas	Entire Brand	N/A	30%	N/A
University Cap & Gown	University Cap & Gown	Diploma Covers	Entire Brand	N/A	30%	N/A
University Cap & Gown	University Cap & Gown	Announcements	Personalized Announ	\$ 48.00	30%	\$ 33.60
University Cap & Gown	University Cap & Gown	Announcements	College Crest Envelop	\$ 6.00	30%	\$ 4.20
University Cap & Gown	University Cap & Gown	Announcements	College Crested Note	\$ 8.50	30%	\$ 5.95
University Cap & Gown	University Cap & Gown	Diplomas	Customized Diploma	\$ 3.95	30%	\$ 2.77
University Cap & Gown	University Cap & Gown	Diploma Covers	Diploma Covers	\$ 7.50	30%	\$ 5.25
University Cap & Gown	University Cap & Gown	Rental Regalia Standard	Entire Brand	N/A	25%	N/A
University Cap & Gown	University Cap & Gown	Rental Regalia Deluxe	Entire Brand	N/A	25%	N/A
University Cap & Gown	University Cap & Gown	Tassels, Stoles, Cords, Garment Bags, Etc	Entire Brand	N/A	25%	N/A

University Cap & Gown	University Cap & Gown	Honor Cords (Single & Double)	Entire Brand	N/A	25% (Volume)	N/A
University Cap & Gown	University Cap & Gown	Souvenir Regalia	Entire Brand	N/A	30%	N/A
University Cap & Gown	University Cap & Gown	Purchase Deluxe Regalia	Entire Brand	N/A	35%	N/A
University Cap & Gown	University Cap & Gown	Purchase Standard Regalia	Entire Brand	N/A	30%	N/A
University Cap & Gown	University Cap & Gown	Purchase Economy Regalia	Entire Brand	N/A	25%	N/A
University Cap & Gown	University Cap & Gown	Rental Regalia Standard	College Crested Note Cards (pack of	8.5	30%	5.95
University Cap & Gown	University Cap & Gown	Rental Regalia Standard	Associate Cap&Gown	\$ 12.00	30%	\$ 8.40
University Cap & Gown	University Cap & Gown	Rental Regalia Standard	Associate Hood	\$ 10.00	30%	\$ 7.00
University Cap & Gown	University Cap & Gown	Rental Regalia Standard	Bachelor Cap&Gown	\$ 12.00	30%	\$ 8.40
University Cap & Gown	University Cap & Gown	Rental Regalia Standard	Bachelor Hood	\$ 10.00	30%	\$ 7.00
University Cap & Gown	University Cap & Gown	Rental Regalia Standard	Master Cap&Gown	\$ 14.00	30%	\$ 9.80
University Cap & Gown	University Cap & Gown	Rental Regalia Standard	Master Hood	\$ 12.00	30%	\$ 8.40
University Cap & Gown	University Cap & Gown	Rental Regalia Standard	CAGS Cap&Gown	\$ 14.00	30%	\$ 9.80
University Cap & Gown	University Cap & Gown	Rental Regalia Standard	CAGS Hood	\$ 13.00	30%	\$ 9.10
University Cap & Gown	University Cap & Gown	Rental Regalia Standard	Doctor Cap&Gown	\$ 20.00	30%	\$ 14.00
University Cap & Gown	University Cap & Gown	Rental Regalia Standard	Doctor Hood	\$ 20.00	30%	\$ 14.00
University Cap & Gown	University Cap & Gown	Rental Regalia Standard	Tam	\$ 16.00	30%	\$ 11.20
University Cap & Gown	University Cap & Gown	Rental Regalia Deluxe	Customized Diploma	3.95	30%	2.77
University Cap & Gown	University Cap & Gown	Rental Regalia Deluxe	Associate Cap&Gown	\$ 15.00	30%	\$ 10.50
University Cap & Gown	University Cap & Gown	Rental Regalia Deluxe	Associate Hood	\$ 15.00	30%	\$ 10.50
University Cap & Gown	University Cap & Gown	Rental Regalia Deluxe	Bachelor Cap&Gown	\$ 15.00	30%	\$ 10.50
University Cap & Gown	University Cap & Gown	Rental Regalia Deluxe	Bachelor Hood	\$ 15.00	30%	\$ 10.50
University Cap & Gown	University Cap & Gown	Rental Regalia Deluxe	Master Cap&Gown	\$ 17.00	30%	\$ 11.90
University Cap & Gown	University Cap & Gown	Rental Regalia Deluxe	Master Hood	\$ 17.00	30%	\$ 11.90
University Cap & Gown	University Cap & Gown	Rental Regalia Deluxe	CAGS Cap&Gown	\$ 17.00	30%	\$ 11.90
University Cap & Gown	University Cap & Gown	Rental Regalia Deluxe	CAGS Hood	\$ 18.00	30%	\$ 12.60
University Cap & Gown	University Cap & Gown	Rental Regalia Deluxe	Doctor Cap&Gown	\$ 40.00	30%	\$ 28.00
University Cap & Gown	University Cap & Gown	Rental Regalia Deluxe	Doctor Hood	\$ 25.00	30%	\$ 17.50
University Cap & Gown	University Cap & Gown	Rental Regalia Deluxe	Tam	\$ 25.00	30%	\$ 17.50
University Cap & Gown	University Cap & Gown	Rental Regalia Deluxe	Authentic Doctoral Regalia (BC, BU, Clark, UMass, etc.)	\$ 105.00	30%	\$ 73.50
University Cap & Gown	University Cap & Gown	Tassels, Stoles, Cords, Garment Bags, Etc	Diploma Covers	7.5	30%	5.25
University Cap & Gown	University Cap & Gown	Tassels	Strand Tassel	\$ 1.60	30%	\$ 1.12
University Cap & Gown	University Cap & Gown	Tassels	Numeral Tassel	\$ 1.95	30%	\$ 1.37
University Cap & Gown	University Cap & Gown	Tassels	Deluxe Jumbo Strand	\$ 3.00	30%	\$ 2.10
University Cap & Gown	University Cap & Gown	Tassels	Deluxe Jumbo Numeral	\$ 3.75	30%	\$ 2.63
University Cap & Gown	University Cap & Gown	Cords	Double Thin Cords (g	\$ 5.95	30%	\$ 4.17
University Cap & Gown	University Cap & Gown	Cords	Double Thin Cords (g	\$ 5.95	40%	\$ 3.57

University Cap & Gown	University Cap & Gown	Cords	Single Thin Cords (qty	\$ 3.00	30%	\$ 2.10
University Cap & Gown	University Cap & Gown	Cords	Single Thin Cords (qty	\$ 3.00	40%	\$ 1.80
University Cap & Gown	University Cap & Gown	Cords	Deluxe Heavy 1/2" Rd Gold/Silver/Bronze	\$ 11.95	30%	\$ 8.37
University Cap & Gown	University Cap & Gown	Cords	Metallic Double Thin Cords	\$ 10.95	30%	\$ 7.67
University Cap & Gown	University Cap & Gown	Cords	Twist	\$ 5.50	30%	\$ 3.85
University Cap & Gown	University Cap & Gown	Cords	Double Twist	\$ 10.95	30%	\$ 7.67
University Cap & Gown	University Cap & Gown	Stoles	Embroidered Gold Sa	\$ 14.95	30%	\$ 10.47
University Cap & Gown	University Cap & Gown	Stoles	Silk Screened Gold S	\$ 11.00	30%	\$ 7.70
University Cap & Gown	University Cap & Gown	Stoles	Silk Screened Gold Satin Student	\$ 14.95	30%	\$ 10.47
University Cap & Gown	University Cap & Gown	Stoles	Silk Screened Gold S	\$ 14.95	30%	\$ 10.47
University Cap & Gown	University Cap & Gown	Stoles	Silk Screened Gold Satin Class Officer Stole Set (set of 4	\$ 49.00	30%	\$ 34.30
University Cap & Gown	University Cap & Gown	Stoles	Silk Screened Gold Satin Class Officer	\$ 12.25	30%	\$ 8.58
University Cap & Gown	University Cap & Gown	Stoles	Plain Satin Stole (any	\$ 10.00	30%	\$ 7.00
University Cap & Gown	University Cap & Gown	Stoles	Plain Satin Pennant S	\$ 14.00	30%	\$ 9.80
University Cap & Gown	University Cap & Gown	Garment Bag	Garment Bag & Wood	\$ 15.95	30%	\$ 11.17
University Cap & Gown	University Cap & Gown	Rental Regalia Deluxe	Entire Brand	N/A	25%	N/A
University Cap & Gown	University Cap & Gown	M/2000	Associate Cap&Gown	\$ 16.50	25%	\$ 12.38
University Cap & Gown	University Cap & Gown	M/2000	Associate Hood	\$ 11.95	25%	\$ 8.96
University Cap & Gown	University Cap & Gown	M/2000	Master Cap&Gown	\$ 18.45	30%	\$ 12.92
University Cap & Gown	University Cap & Gown	M/2000	Master Hood	\$ 13.95	30%	\$ 9.77
University Cap & Gown	University Cap & Gown	M/2000	CAGS Cap&Gown	\$ 18.45	30%	\$ 12.92
University Cap & Gown	University Cap & Gown	M/2000	CAGS Hood	\$ 14.95	30%	\$ 10.47
University Cap & Gown	University Cap & Gown	M/2000	Doctor Cap&Gown	\$ 27.50	30%	\$ 19.25
University Cap & Gown	University Cap & Gown	M/2000	Doctor Hood	\$ 21.95	30%	\$ 15.37
University Cap & Gown	University Cap & Gown	M/2000	Soft Cap (added to ca	\$ 0.50	30%	\$ 0.35
University Cap & Gown	University Cap & Gown	Premium Freedom	Associate Cap&Gown	\$ 19.45	30%	\$ 13.62
University Cap & Gown	University Cap & Gown	Premium Freedom	Associate Hood	\$ 14.95	30%	\$ 10.47
University Cap & Gown	University Cap & Gown	Premium Freedom	Master Cap&Gown	\$ 22.95	30%	\$ 16.07
University Cap & Gown	University Cap & Gown	Premium Freedom	Master Hood	\$ 15.95	30%	\$ 11.17
University Cap & Gown	University Cap & Gown	Premium Freedom	CAGS Cap&Gown	\$ 22.95	30%	\$ 16.07
University Cap & Gown	University Cap & Gown	Premium Freedom	CAGS Hood	\$ 16.95	30%	\$ 11.87
University Cap & Gown	University Cap & Gown	Premium Freedom	Doctor Cap&Gown	\$ 33.95	30%	\$ 23.77
University Cap & Gown	University Cap & Gown	Premium Freedom	Doctor Hood	\$ 25.95	30%	\$ 18.17
University Cap & Gown	University Cap & Gown	Premium Freedom	Soft Cap (added to ca	\$ 0.50	30%	\$ 0.35
University Cap & Gown	University Cap & Gown	Eco-Friendly UltraGreen	Associate Cap&Gown	\$ 22.95	30%	\$ 16.07
University Cap & Gown	University Cap & Gown	Eco-Friendly UltraGreen	Associate Hood	\$ 16.95	30%	\$ 11.87

University Cap & Gown	University Cap & Gown	Eco-Friendly <i>UltraGreen</i>	Master Cap&Gown	\$ 26.95	30%	\$ 18.87
University Cap & Gown	University Cap & Gown	Eco-Friendly <i>UltraGreen</i>	Master Hood	\$ 18.95	30%	\$ 13.27
University Cap & Gown	University Cap & Gown	Eco-Friendly <i>UltraGreen</i>	CAGS Cap&Gown	\$ 26.95	30%	\$ 18.87
University Cap & Gown	University Cap & Gown	Eco-Friendly <i>UltraGreen</i>	CAGS Hood	\$ 19.95	30%	\$ 13.97
University Cap & Gown	University Cap & Gown	Eco-Friendly <i>UltraGreen</i>	Doctor Cap&Gown	\$ 37.95	30%	\$ 26.57
University Cap & Gown	University Cap & Gown	Eco-Friendly <i>UltraGreen</i>	Doctor Hood	\$ 28.95	30%	\$ 20.27
University Cap & Gown	University Cap & Gown	Eco-Friendly <i>UltraGreen</i>	Soft Cap (added to ca	\$ 0.50	30%	\$ 0.35
University Cap & Gown	University Cap & Gown	Purchase Deluxe Regalia	College Crest Envelop	600%	30%	420%
University Cap & Gown	University Cap & Gown	Purchase Deluxe Regalia	Honorary Hoods	\$ 110.00	30%	\$ 77.00
University Cap & Gown	University Cap & Gown	Purchase Deluxe Regalia	Deluxe Tam (w/ Gold	\$ 110.00	30%	\$ 77.00
University Cap & Gown	University Cap & Gown	Purchase Deluxe Regalia	Mortar Board	\$ 30.00	30%	\$ 21.00
University Cap & Gown	University Cap & Gown	Purchase Deluxe Regalia	Associate/Bachelor R	\$ 165.00	30%	\$ 115.50
University Cap & Gown	University Cap & Gown	Purchase Deluxe Regalia	Associate/Bachelor H	\$ 82.00	30%	\$ 57.40
University Cap & Gown	University Cap & Gown	Purchase Deluxe Regalia	Master Robe	\$ 189.00	30%	\$ 132.30
University Cap & Gown	University Cap & Gown	Purchase Deluxe Regalia	Master Hood	\$ 86.00	30%	\$ 60.20
University Cap & Gown	University Cap & Gown	Purchase Deluxe Regalia	CAGS Hood	\$ 89.00	30%	\$ 62.30
University Cap & Gown	University Cap & Gown	Purchase Deluxe Regalia	Doctoral Robe	\$ 399.00	30%	\$ 279.30
University Cap & Gown	University Cap & Gown	Purchase Deluxe Regalia	Doctoral Hood	\$ 110.00	30%	\$ 77.00
University Cap & Gown	University Cap & Gown	Purchase Standard Regalia	College Crested Note	8.5	30%	5.95
University Cap & Gown	University Cap & Gown	Purchase Standard Regalia	Honorary Hoods	\$ 95.00	30%	\$ 66.50
University Cap & Gown	University Cap & Gown	Purchase Standard Regalia	Standard Tam	\$ 65.00	30%	\$ 45.50
University Cap & Gown	University Cap & Gown	Purchase Standard Regalia	Mortar Board	\$ 22.00	30%	\$ 15.40
University Cap & Gown	University Cap & Gown	Purchase Standard Regalia	Associate/Bachelor R	\$ 90.00	30%	\$ 63.00
University Cap & Gown	University Cap & Gown	Purchase Standard Regalia	Associate/Bachelor H	\$ 47.00	30%	\$ 32.90
University Cap & Gown	University Cap & Gown	Purchase Standard Regalia	Master Robe	\$ 99.00	30%	\$ 69.30
University Cap & Gown	University Cap & Gown	Purchase Standard Regalia	Master Hood	\$ 56.00	30%	\$ 39.20
University Cap & Gown	University Cap & Gown	Purchase Standard Regalia	CAGS Hood	\$ 59.00	30%	\$ 41.30
University Cap & Gown	University Cap & Gown	Purchase Standard Regalia	Doctoral Robe	\$ 160.00	30%	\$ 112.00
University Cap & Gown	University Cap & Gown	Purchase Standard Regalia	Doctoral Hood	\$ 95.00	30%	\$ 66.50
University Cap & Gown	University Cap & Gown	Purchase Economy Regalia	Customized Diploma	\$ 3.95	30%	277%
University Cap & Gown	University Cap & Gown	Purchase Economy Regalia	Honorary Hoods	\$ 65.00	30%	\$ 45.50
University Cap & Gown	University Cap & Gown	Purchase Economy Regalia	Economy Tam	\$ 35.00	30%	\$ 24.50
University Cap & Gown	University Cap & Gown	Purchase Economy Regalia	Mortar Board	\$ 10.00	30%	\$ 7.00
University Cap & Gown	University Cap & Gown	Purchase Economy Regalia	Associate/Bachelor R	\$ 42.00	30%	\$ 29.40
University Cap & Gown	University Cap & Gown	Purchase Economy Regalia	Associate/Bachelor H	\$ 32.00	30%	\$ 22.40
University Cap & Gown	University Cap & Gown	Purchase Economy Regalia	Master Robe	\$ 49.00	30%	\$ 34.30
University Cap & Gown	University Cap & Gown	Purchase Economy Regalia	Master Hood	\$ 35.00	30%	\$ 24.50

University Cap & Gown	University Cap & Gown	Purchase Economy Regalia	CAGS Hood	\$ 39.00	30%	\$ 27.30
University Cap & Gown	University Cap & Gown	Purchase Economy Regalia	Doctoral Robe	\$ 89.00	30%	\$ 62.30
University Cap & Gown	University Cap & Gown	Purchase Economy Regalia	Doctoral Hood	\$ 65.00	30%	\$ 45.50

# Graduation Regalia and Accessories

## Addendum 1

### **BRAND ADDITION:**

Additional Product Categories

Measurement of students: add \$0.75/unit

Assistance at distributions: add \$0.75/unit

Individualization (complete outfits with receipt names): add \$1.00/unit

Any questions, concerns or suggestions regarding this should be submitted in writing via e-mail to Stacey Wikar @ [staceywikar@mhec.net](mailto:staceywikar@mhec.net)



# Graduation Regalia and Accessories

## Addendum 2

### **CONTRACT EXTENSION:**

Contract has been renewed for two additional one year terms until 12/31/14.

Any questions, concerns or suggestions regarding this should be submitted in writing via e-mail to Stacey Wikar @ [staceywikar@mhec.net](mailto:staceywikar@mhec.net)

October 2012