

FIRST NAME MIDDLE NAME OR INITIAL LAST NAME

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CLEARLY PRINT all information. Use **capital and lower case letters**. Use **punctuation when and where needed**. The name you provide will be used for any personalized items ordered.

STREET ADDRESS FOR UPS SHIPPING (NO POST OFFICE BOXES) PHONE

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CITY - TOWN STATE ZIP CODE

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SPRING 2015 ORDER FORM

E-MAIL CONTACT INFORMATION FOR ORDER AND SHIPPING ALERTS

COLLEGE / UNIVERSITY

E-MAIL INFORMATION IS KEPT CONFIDENTIAL AND NOT SHARED

C L O V E R P A R K T E C H N I C A L C O L L E G E

Select a package plan or create your own package below. Don't forget to check-off product specifications where applicable.

PLAN A – Announcements \$19.00
 10 Standard Announcements (not personalized)
 (see online sample for standardized text)
 1 Strip of 10 Envelope Seals (check style)
 Silver or Gold
 1 Pack of 10 CPTC crested note cards
 The CPTC logo printed on white card
 stock with **no text** (blank) on the inside

PLAN B – Announcements \$38.00
 20 Standard Announcements (not personalized)
 (see online sample for standardized text)
 2 Strips of 10 Envelope Seals (check style)
 Silver or Gold
 2 Packs of 10 CPTC crested note cards
 The CPTC logo printed on white card
 stock with **no text** (blank) on the inside

PLAN C – Announcements \$57.00
 30 Standard Announcements (not personalized)
 (see online sample for standardized text)
 3 Strips of 10 Envelope Seals (check style)
 Silver or Gold
 3 Packs of 10 CPTC crested note cards
 The CPTC logo printed on white card
 stock with **no text** (blank) on the inside

IF ORDERING A STANDARD TEXT PACKAGE PLAN FOUND ABOVE, CHECK-OFF THE PACKAGE PLAN SELECTED BELOW.

CHECK PACKAGE PLAN: A- <input type="checkbox"/> B- <input type="checkbox"/> C- <input type="checkbox"/>	QTY	UNIT	PRICE	TOTAL
▶ Add to your package plan, or order individual items below: ◀				
Announcements – PERSONALIZED TEXT See online sample of personalized text		PK-20	\$40.00	\$
Announcements – STANDARDIZED TEXT See online sample of standardized text		PK-10	\$10.00	\$
Envelope Seals – strips of 10 embossed foil seals Check Style >> Silver <input type="checkbox"/> or Gold <input type="checkbox"/>		PK-10	\$ 2.00	\$
Crested Note Cards – packs of 10 The CPTC logo printed on white card stock with no text (blank) on the inside		PK-10	\$ 8.00	\$
Merchandise Total:				\$
Boxing & Residential Delivery (orders totaling \$1 to \$50):			\$ 10.00	\$
Boxing & Residential Delivery (orders totaling over \$50):			\$13.00	\$
Balance Due With Order:				\$

If ordering announcements with personalized text, complete the following:

Your name (40 characters maximum) will be printed exactly as you provided above. Check and make certain you have entered the information using upper and lower case letters and proper punctuation where required.

Then, **check** the appropriate box below for the degree you will be receiving for printing on your announcements.

- Associate of Applied Technology
- Associate in Applied Science-T
- Certificate

To view the announcement text choices, go to www.GradGowns.com, click ANNOUNCEMENTS followed by clicking CLOVER PARK.



Mail or Fax your order to...
University Cap & Gown™
www.GradGowns.com
 486 ANDOVER STREET - LAWRENCE, MA 01843
 PH: (978) 686-4566 - FX: (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

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EXP DATE

MONTH	YEAR

_____|_____
 NAME ON CARD | SIGNATURE