

OAK HALL CAP AND GOWN

FACULTY CAP/GOWN ORDER FORM

**Fill in ALL information and email this form as an attachment to customerservice@oakhalli.com

**All information must be filled out completely. Blanks may result in the delay of processing this order.

Customer Acct # _____ PO# _____

Ship To:

Rep/School Name _____

Contact _____

Address _____

City, State, Zip _____

Today's date: _____

Distribution: _____

Grad Date: _____

Delivery Date Range: _____

Provide a 5 business day delivery window due to shipping company regulations

☐

I Can Take Delivery Anytime

☐

Please Deliver in 5 day range provided

If date information is not provided the order will ship when ready.

Purchase _____ or Rental _____

Select Souvenir _____

Fabric to Purchase: _____

Horizon _____

VIP _____

GreenWeaver _____

*Gown Type Determined by Degree given.

Please include the below information in the body of email:
- School name, billing address and/or Acct#
- Delivery date or first use date
- Graduation date
- PO# (If applicable)
- Product changes (If applicable)
- Extra Items (If applicable)
- Ship to address if different than bill to
Subject line needs to have:
School name- souvenir or rental-

Only fill in information for items needed. Use n/a when the item is not needed. *Subject is not needed when the faculty member holds a PhD degree but is not needed on all others. Always include the degree even if a hood is not requested Please do not abbreviate the school name. Example One: Faculty member needs a gown and hood only. Example Two: Faculty member needs a complete set

LAST	FIRST	HEIGHT	WEIGHT	CAP	Degree	SUBJECT	AlmaMater	CITY	STATE
EXAMPLE ONE		5'6	180	N/A	MASTER	EDUCATION	STATE UNIV OF NEW YORK	BUFFALO	NY
EXAMPLE TWO		5'3	181	OSFA	PHD		COLUMBIA UNIV	NY	NY