

Traditional Black Regalia Order Form

2246 Guadalupe, Austin, TX 78705 • grad@universitycoop.com • 800-255-1896 / Option 9 • fax 512-474-8159

1. Your Information: Please provide a physical address.

Last Name: _____ First Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Ship my order to: - A \$15.95 shipping charge applies to ALL orders. Please select where you would like your order sent.

Above address

University Co-op

2. Items Ordering:

Complete Outfit Gown Only Hood Only Cap or Tam Only

3. Gown:

Master Doctor - Jefferson Doctor - Madison

Personalized Initials: _____ Fabric: _____

Color of Velvet on Doctor's Gown if other than black: _____

Optional cording outlining velvet Cording Color: _____

4. Hood: The hood fabric should match the fabric of your gown.

Master Doctor

Fabric: _____

Exact Type of Degree (Ex: PhD): _____

University (name & location of school) where degree was earned: _____

Optional cording outlining velvet Cording Color: _____

Style, fabric, and color are designated by the college or university. Note: All PhD Doctor Hoods will receive PhD Blue Velvet unless otherwise noted. All other hoods will receive velvet, which corresponds with the last wording on your degree. Example: Master of Science in Education will receive Education velvet unless otherwise noted.

5. Cap or Tam: Doctorates may choose between a mortarboard or cap. Masters must purchase the mortarboard.

Doctor's Tam: 4-Corner 6-Corner 8-Corner Color of Velvet: _____

Tassel: Removable Old Gold Silk Two-button, Old Yellow Silk Two-button, Gold Metallic

Mortarboard Cap: Fabric: _____ Tassel & Color: _____

6. Measurements: Please provide all information requested.

To be tailored for: Female Male Height: _____ Neck Size: _____

Approximate Weight: _____ Chest Measurement or Dress Size: _____ Shirt sleeve length¹: _____

Head Size²: _____ Floor clearance desired³: _____

1. Measure from center-back base of neck, over the top of the shoulder, and along the outer arm to desired length. The measurement should correspond to men's shirtsleeve length.

2. Measure around the head one (1) inch above the brow, pulling the tape measure snugly. Must be exact.

3. If not specified, robes will be sized approximately eight inches (8") from the floor.

7. Payment: We must receive full payment in advance before completing your order.

Please provide a phone number the Graduation Staff may reach you at during daytime hours today to obtain your credit card information.

Name: _____ Phone: _____

8. Order Due Date: You MUST enter a specific date or check the box.

Date of Upcoming Ceremony: _____ No Upcoming Ceremony (check box →):

Custom doctoral regalia orders are NON-refundable. Each order is a special-order which will take 4-7 weeks to produce. Your order will ship directly from Oak Hall and will arrive prior to the ceremony date you have listed on this form.

Co-op Use Only

Order Date: _____

Taken by: _____

PO #: _____

MASTERS Gown 140146002 \$

Jefferson Gown 140146003 \$

Madison Gown 140146004 \$

Gown Cording 140146717 \$

Hood Type 14014600__ \$

Hood Cording 140146718 \$

Tam 140146701 \$

Tassel Type 14014671__ \$

Mortarboard 140146007 \$

Subtotal \$

Shipping Charges (1411) \$ 15.95

Tax (in state) \$

Total \$

Masters Hood = 5 2-Button Silk Tassel = 5

Doctoral Hood = 6 2-Button Metallic Tassel = 6

NOTES:

PAID SALE

Receipt #: _____

Email Fax Phone In-store

Date Submitted: _____