

# OAK HALL CAP & GOWN

840 Union Street • Salem, Virginia 24153 • 540-387-0047 • 800-223-0429 • Fax 540-387-4385

## CUSTOM ACADEMIC REGALIA ORDER FORM

**SOLD TO:**

\_\_\_\_\_

\_\_\_\_\_

Representative \_\_\_\_\_

Phone No. (\_\_\_\_) \_\_\_\_\_

PO No. \_\_\_\_\_

**SHIP TO:** (If different than Sold To:)

\_\_\_\_\_

\_\_\_\_\_

Please allow 4 to 7 weeks for shipment.

Current Date \_\_\_\_\_ Date Needed \_\_\_\_\_  
(If Possible)

**GOWN:**  Bachelor  Doctor - Jefferson  
 Master  Doctor - Madison

Fabric \_\_\_\_\_ Personalized Initials \_\_\_\_\_

Color of Velvet on Doctor's gown if other than black.  
 \_\_\_\_\_

Optional cording outlining Velvet-color \_\_\_\_\_

**SPECIAL REGALIA:**  Complete Outfit  Hood Only  
 Gown Only  Cap or Tam Only

Degree \_\_\_\_\_  
(Give exact wording of degree.)

University \_\_\_\_\_  
(Name of school where degree was earned.)

Location \_\_\_\_\_

*Style, fabric and color are designated by the college or university. If you have any questions, please contact your bookstore representative or Oak Hall.*

**HOOD:**  Bachelor  Master  Doctor

Fabric \_\_\_\_\_ Color of Velvet \_\_\_\_\_

Degree \_\_\_\_\_  
(Give exact wording of degree.)

University \_\_\_\_\_  
(Name of school where degree was earned.)

Location \_\_\_\_\_

**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.

**MEASUREMENTS:** Please give all information requested.

- To be tailored for  Male  Female
- Height with shoes (top of head to floor) \_\_\_\_\_ ft. \_\_\_\_\_ in.
- Approximate weight \_\_\_\_\_ lbs.
- Chest measurement \_\_\_\_\_ in.
- Shirt sleeve length \_\_\_\_\_ in.  
(Measurement from center-back base of neck, over the top of the shoulder and along the outer arm to desired length.)  
(Should correspond to men's shirt sleeve length.)
- Neck size \_\_\_\_\_ in.
- Floor clearance desired \_\_\_\_\_ in.  
(If not specified, robes will be sized approximately 8" from floor.)
- Cap or Tam \_\_\_\_\_ in.  
(Measure around the head approximately 1 inch above the brow, pulling the tape measure snugly. Give measurement in inches.)

**MORTARBOARD CAP**

Fabric \_\_\_\_\_

Tassel Color \_\_\_\_\_ Size \_\_\_\_\_

**DOCTOR TAM**  4-Corner  6-Corner  8-Corner

Color of Velvet if other than black \_\_\_\_\_ Size \_\_\_\_\_

**TASSEL:**  Regular Old Gold Silky  
 Two-button, Gold Silky  
 Two-button, Gold Metallic

**CREDIT CARD INFORMATION:**

CHECK TYPE OF CARD:  MC  VISA  DISCOVER

ACCOUNT NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

**COST SUMMARY OF ORDER:**

GOWN ..... \$ \_\_\_\_\_

CORDING ..... \$ \_\_\_\_\_

HOOD ..... \$ \_\_\_\_\_

CAP/TAM ..... \$ \_\_\_\_\_

TASSEL ..... \$ \_\_\_\_\_

MISCELLANEOUS ..... \$ \_\_\_\_\_

SUBTOTAL \$ \_\_\_\_\_

SALES TAX (VA, NC, FL, IL, IN) \$ \_\_\_\_\_

SHIPPING & HANDLING \$ \_\_\_\_\_ 14.95

**TOTAL COST OF ORDER \$ \_\_\_\_\_**

FULL PAYMENT BY CHECK OR CREDIT CARD MUST ACCOMPANY ORDER

AUTHORIZED SIGNATURE \_\_\_\_\_

**NOTE:** Overseas orders, or orders requiring special shipping will be billed at a higher shipping and handling charge.