

*Academic Cap & Gown*  
20644 Superior Street, Chatsworth, CA 91311 Toll Free (800) 626-5000  
[www.academicapparel.com](http://www.academicapparel.com)

## Doctoral Form Package Order Instructions

**Step 1. Choose your robe fabric type** (Usually Seville or Islander). An explanation of the differences between our fabric types is provided on our web site or in our catalog.

**Step 2. Determine your hood colors.** Your hood colors are based on the university you graduated from, and your degree. If you have degrees from more than one university, you use the university of the highest degree. Your university has specific hood colors and details (usually a field and a chevron, but sometimes just a field color, sometimes more than one chevron, and sometimes unusually shaped chevrons). Also, each degree is associated with a specific color. Standard colors are listed on our website. Some schools vary from these standard colors, and some degrees are new or altered from the standard. Generally, your student store or bookstore will have all this information. If you cannot obtain this information, please call us and we will assist you. Fill out the "INSTRUCTIONS ON HOW TO ORDER A HOOD" form.

**Step 3. Determine your robe colors and sizes.** Typically Doctoral robes are black, and come with black velvet bars and front, and black cord trim around the velvet. Some schools alter the fabric color of the robe. Also, at your option, you can alter the color of the velvet portions, and/or the cord trim, to match your degree color, at no charge. Finally, you will need to determine your sleeve length, height, weight, and suit/dress size. Fill out the "INSTRUCTION ON HOW TO ORDER YOUR GOWN" form.

**Step 4. Determine what type of Tam you need.** Frequently, depending on your school, a Doctoral degree comes with an eight sided Tam, but some use a six sided one. Ask your student/book store or for guidance. Please measure your hat size (around the head, above the ear) and indicate it to the nearest inch on the form.

**Step 5. Determine Pricing and Costs.** Pricing for most items is listed on our website. If you are located in California, you will need to add sales tax to the total (please call for the specific tax). Shipping is a flat \$10.00 for the first item (such as gown), and \$2.00 for each additional item (such as a hood or tam). If you are purchasing from a Canadian location, please call for shipping costs. Production times vary. Standard production time is 5-6 weeks. 4-week rush production is an extra \$49.95, and 3-week is \$75.95. A rush fee should be entered on the order form as its own item. Production times are in addition to shipping times. You will need to pay for shipping, and faster shipping methods (3-day select, 2-day air, and next day) are available. Fill out the "DOCTORAL ROBE ORDER FORM" with all of this information.

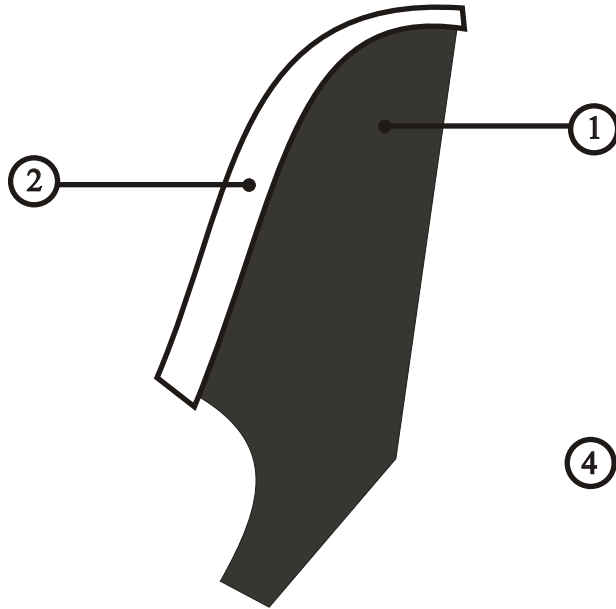
**Step 6. Provide Payment Information.** If you are paying with credit card, please fill out the "CREDIT CARD AUTHORIZATION RELEASE" form.

**Step 7. Send Us The Forms.** You can fax the forms to us at (818) 886-8743, or send them by mail to Academic Cap & Gown, 20644 Superior Street, Chatsworth, CA 91311.

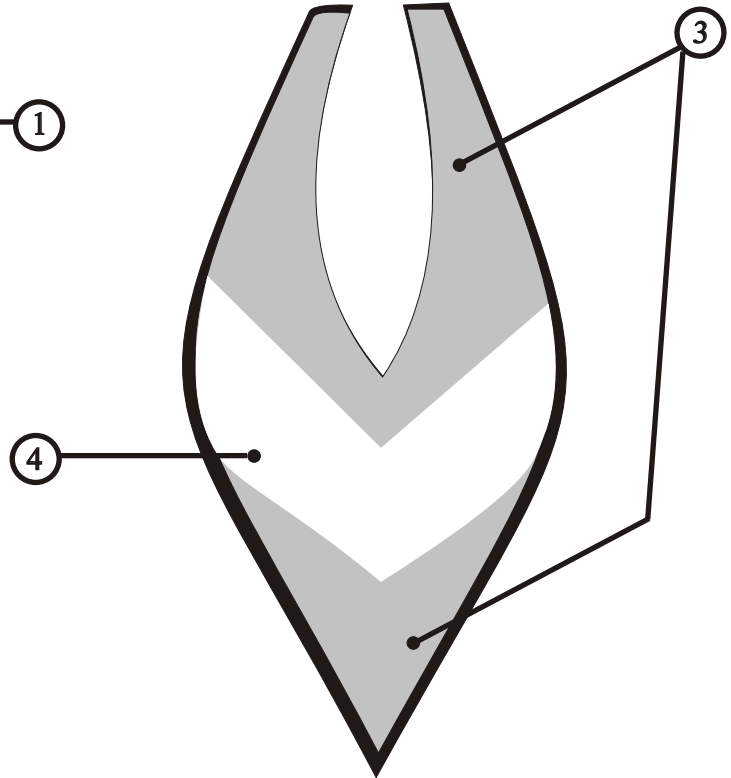
# Academic Cap & Gown

## INSTRUCTIONS ON HOW TO ORDER A HOOD

SIDE VIEW



INSIDE BACK



### 1) Fabric:

The standard shell fabric is black.  
Please indicate if color is different.  
Color: \_\_\_\_\_

### 2) Velvet Color:

Tell us your degree and discipline.  
Color: \_\_\_\_\_

[See our website for standard degree colors.](#)

**\*Please tell us your school colors or include your school name, state and city when placing your order.**

**School Name:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Degree and Discipline:** \_\_\_\_\_

### 3) Field color :

(This is your school color, the large area)\*  
Color: \_\_\_\_\_

### 4) Chevron color :

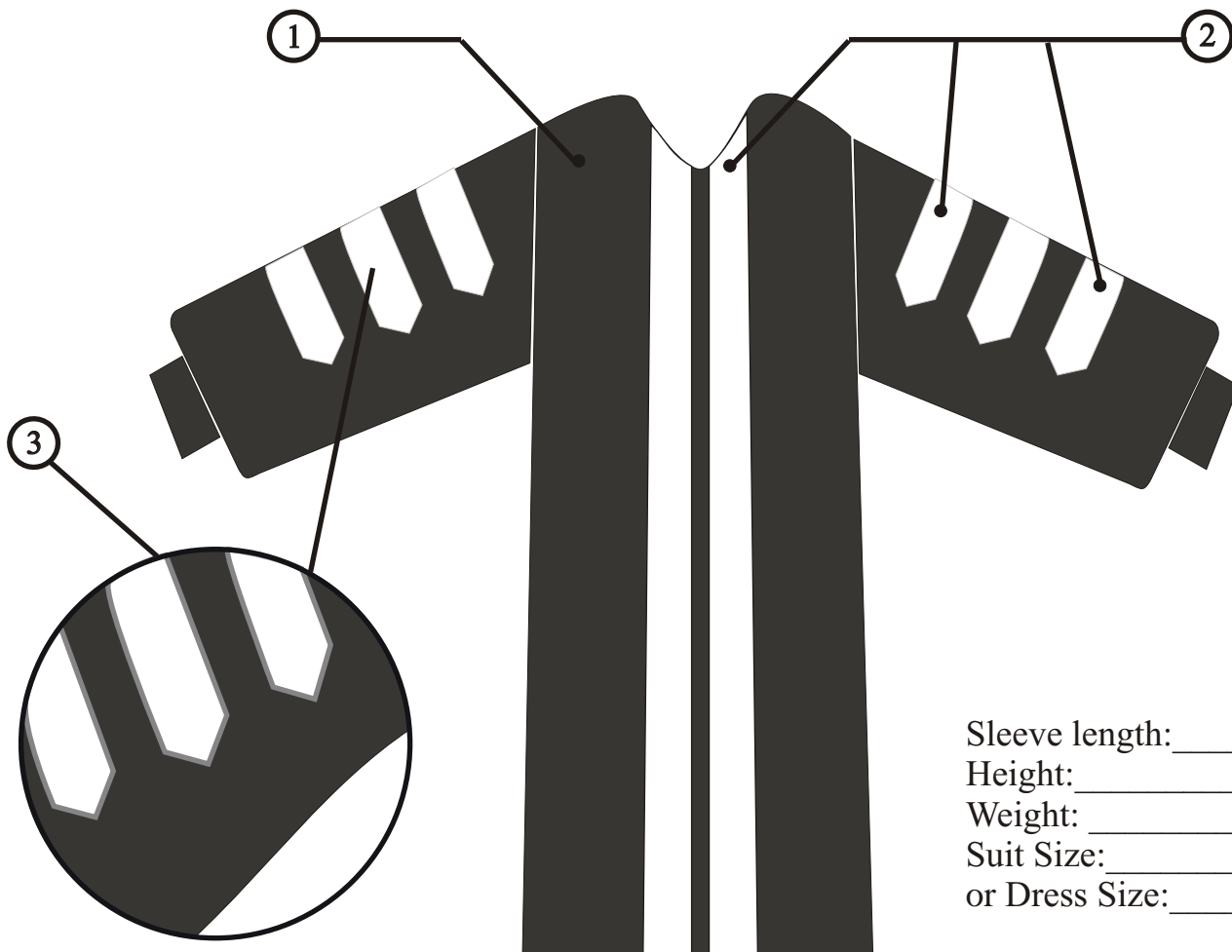
(This is your school color, the small center area)\*  
Color: \_\_\_\_\_

\*Please note that dye lots may vary

*Academic Cap & Gown*

# Academic Cap & Gown

## INSTRUCTIONS ON HOW TO ORDER YOUR GOWN



Sleeve length: \_\_\_\_\_  
Height: \_\_\_\_\_  
Weight: \_\_\_\_\_  
Suit Size: \_\_\_\_\_  
or Dress Size: \_\_\_\_\_

### 1) Fabric:

Please select a fabric.

Fabric: \_\_\_\_\_

The standard fabric color is black.

Please indicate if the gown color you prefer is different.

Color: \_\_\_\_\_

### 2) Velvet Color:

The standard gown comes with black velvet bars and front.

Please indicate if you would prefer your discipline color on the velvet bars and front.

Color: \_\_\_\_\_

Discipline: \_\_\_\_\_

### 3) Cord Trim:

We provide at no charge cord trim around the velvet bars and front panels.

Please indicate if you would prefer your discipline color on the cord trim.

Color: \_\_\_\_\_

No trim: \_\_\_\_\_

\*Please note that dye lots may vary

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## Doctoral Robe Order Form

Date: \_\_\_\_\_

**Billing Information:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

**Shipping Information (Actual address - No P.O. Boxes):**

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Please provide a telephone number where we can reach you during business hours ( ) \_\_\_\_\_

Quantity	Style	Description	Price Each	Total

For each item include size, color and fabric, as appropriate. Robes: Include cord colors around velvet, velvet color, and robe colors. Hoods: provide lining (school) colors and indicate which is the field (large part) and chevron (narrow stripe). Tams: indicate number of sides, and if you want the standard rayon or gold bullion tassel (extra fee). Production times: 5-6 weeks (standard), 4 weeks (\$49.95 rush), or 3 weeks (\$74.95 rush). Shipping times and costs are in addition to production times.

Academic will embroider your name or initials inside your robe at no additional cost. Please print the lettering you want on the line below (27 characters max) and indicate Block or Script lettering.

\_\_\_\_\_ ? Block      ? Script

I wear Suit/Dress Size \_\_\_\_\_ Shirtsleeve length \_\_\_\_\_ Total Height \_\_\_\_\_

Sub Total \_\_\_\_\_

Tax for CA Only \_\_\_\_\_

Shipping \_\_\_\_\_

Grand total \_\_\_\_\_

Prices in US\$  
To pay by credit card, please fill in the information requested below.  
VISA , Mastercard, Discover and American Express.

Name on Card	<input style="width: 90%;" type="text"/>	Expiration Date	<input style="width: 90%;" type="text"/>	Address on card if different from above	<input style="width: 95%;" type="text"/>
Card Number	_____ - _____ - _____ - _____	V-Code (3 digits on back)	<input style="width: 80%;" type="text"/>	<input style="width: 95%;" type="text"/>	

**ACADEMIC CHOIR APPAREL / ACADEMIC CAP &  
GOWN**

**Credit Card Authorization Release**

I the undersigned of, \_\_\_\_\_

**( Print your name, your company name or the School  
Name, if this is a purchase by a school)**

**agree to have my credit card charged at Academic Choir Apparel / Academic  
Cap & Gown. This credit card will be used for the authorized purchases  
as it appears on my order form. I understand that my order will not be  
processed until this has been received by Academic.**

**Your Billing Address**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Type or Credit Card**

**V-code: Last 3 numbers on  
the back of your card.**

\_\_\_\_\_

\_\_\_\_\_  
**Credit Card Number      Expiration Date**

\_\_\_\_\_  
**Amount To Be Charged      Today's Date**

**Please FAX to : (818) 886-8743 or mail to:**

**Academic Choir Apparel &/or Academic Cap & Gown  
20644 Superior Street. Chatsworth, CA 91311**