SPECIAL APPAREL ORDER FORM

CUSTOM UNIVERSITY OF TEXAS AT TYLER, TYLER, TEXAS

HERFF JONES *A Varsity ACHIEVEMENT Brand*

Herff Jones Order No. _____

_____
Customer No.

_____
Customer No.

SOLD TO

_____

_____
Street Address

_____
City   County   State   Zip

(_____)
_____
Best Time To Call

_____
Email address

SHIP TO

_____
Individual

_____
Street Address

_____
City   State   Zip

(_____)
_____
Daytime Phone   Best Time To Call

_____
Email address

SCHOOL AFFILIATION: **THE UNIVERSITY OF TEXAS AT TYLER**

SCHOOL LOCATION - TOWN & STATE:**TYLER,TEXAS**

Please indicate your Custom UT Tyler Gown Choice

_____PHD_____PHARMD _____DNP _____EDD

MEASUREMENTS
(Please Give All Information Requested)

☐ **MALE**   ☐ **FEMALE**

1. Height with shoes - top of head to floor _____ feet_____ inches.
2. Chest size - without coat _____inches.
3. Shirt sleeve measurement_____inches.
   (Measure from center-back of neck, over the top of the shoulder, and along the outer arm to the break at the back of the wrist.)
4. Cap size_____inches.
5. Floor clearance desired _____inches.
   (We will provide a 8" clearance if you do not specify.)
6. Personalized initials (if desired; no extra charge) - specify: _____ _____ _____

Pricing below effective through July 1, 2024

Seasonal demands may affect the delivery time on your order. Please allow 6 weeks for manufacturing (shipping time additional) after the complete order is received with production. Rush Fees May Apply and include additional shipping.

*DATE NEEDED _____

If your date needed is sooner than the 6 weeks required for manufacturing, you may be contacted at the phone number you've listed above with information on possible expedited manufacturing/shipping options.

DOCTORAL GOWN: **$480.80**

☐ Special Doctoral Gown for UNIV OF TEXAS AT TYLER

DOCTORAL HOOD: **$165.00**

☐ Doctoral Hood
DEGREE: _____
VELVET DEGREE/SUBJECT COLOR:_____
SCHOOL:**THE UNIVERSITY OF TEXAS AT TYLER, TYLER, TX**

DOCTORAL CAP: **$113.00**

☐ 8SIDE BLACK VELET TAM WITH GOLD SILK TASSEL

ACCESSORIES:

GARMENT BAGS:
☐ E-Z Stor Garment Bag $10.90
☐ Nylon Garment Bag $33.30
☐ Nylon Garment Bag with embroidered name $43.80
☐ Carry-All Garment Bag $78.70
HANGERS: ☐ Deluxe Wooden Hanger $15.70

COST SUMMARY OF ORDER

Gown ....$ _____
Hood ....   _____
Cap/Tam ....   _____
Tassel ....   _____
Other Items: _____ ....   _____
_____ ....   _____
Cost of merchandise ....   _____

_____ ....   _____

SALES TAX - your local rate ....   _____
SHIPPING & HANDLING ....$ _____
☐ Ground Service (to U.S. 48) $19.95   **PROMO CODE WILL APPLY**
Call for Air Freight Charges or if outside U.S. 48

TOTAL COST OF ORDER ....$ _____
Regalia must be pre-paid at the time of order.

CREDIT CARD OR PURCHASE ORDER

☐ VISA   ☐ Mastercard   ☐ Discover

Credit Card No. _____
Expiration Date _____
Name on Card _____
Name exactly as it appears on card
Purchase Order #_____
OFFICE USE ONLY: _____

REMARKS & SPECIAL INSTRUCTIONS _____
_____
_____

Email completed form to
gmcdonald@herffjones.com

**PROMO CODE: WE WILL APPLY CURRENT
PROMO ON ORDER - IF AVAILABLE**

Sales
Professional **Gregg McDonald**   No. 0841

Customer's
Signature _____ Date _____

HOW TO MEASURE

In order to provide and/or manufacture a gown that meets your needs, we require the following measurements:

HEIGHT

In feet and inch increments. This measurement should be taken from head to floor with shoes worn.

CHEST

Take this measurement based on what you will wear beneath your gown. For example, if you plan to wear a suit coat beneath your gown, take the measurement while wearing a suit coat. Please measure completely around the chest (under the arms) in inches (C). The measurement should be taken around the fullest portion of the chest.

SLEEVE

In inches. Measure from the center-back of the neck, over the top of the shoulders, and along the outer arm to break at the back of the wrist (A - B).

FLOOR CLEARANCE

The standard floor clearance is approximately 8 inches.

MORTARBOARDS & TAMS

To find the size of a Mortarboard or Tam worn, you can use a cap tape or a measuring tape. Place the cap or measuring tape around the widest part of head where the cap is worn (D). This is usually about one inch above the ears. Be sure the tape is snug, not tight. The first figure just outside of the end of the tape shows the cap size to order. If you are using a measuring tape, please provide cap measurement in inches and we will convert it for you to ensure the proper size.