



Order Online:
RhymeUniversity.com
 secure online ordering with all major credit cards.

Order by Phone:
1-877-Grad-Set
1-877-472-3738
 M-F 7:00am - 5pm CST

Order by Fax:
1-855-277-4411
 24 Hours, 7 days a week
 Fax your complete order form along with credit card information or Official Public School Purchase Order. Do not mail & fax the same order.

Order by Mail:
P.O. Box 64784
St. Paul, MN
55164-0784
 Complete order form & mail in. Make checks & money orders payable to: Rhyme University. No CODs.

Order Form 2018

SHIP TO ADDRESS

Contact _____
 School _____
 Street _____
 City/State _____ Zip _____
 School Phone _____
 School Fax _____

SHIP TO: ORDERS WILL BE SHIPPED TO ADDRESS BELOW UNLESS OTHERWISE INDICATED
WE CANNOT SHIP TO P.O. BOXES. APO, FPO, and International Customers please e-mail us at customerservice@rhymeuniversity.com

EMAIL

- _____
- I opt in to receive e-mailed confirmation of my order and news and special offers from Rhyme University.
- Please use my e-mail address for confirmation of my order only.

BILL TO ADDRESS

If different from ship to address

Contact _____
 School _____
 Street _____
 City/State _____ Zip _____

NEED BY DATE (required): _____

SCHOOL CLOSED From _____ To _____
 Complete above to ensure prompt delivery of your order

Customer Number

Priority Code

Payment must accompany all orders

Credit Card. Complete BILL TO INFORMATION ABOVE with your name and address as it appears on your credit card statement. Minimum order of \$20.00. **Orders cannot be processed without complete billing information.** Payment must accompany order unless credit application has been approved. Call toll free 1-877-472-3738 to request a credit application. Upon approved credit, net 30 days.

- VISA MasterCard AMEX Discover

Account Number _____

Expiration Date _____

Check or Money Order payable to Rhyme University. Only one check accepted per order. **Orders with multiple checks will be returned.** When you pay by check you expressly authorize Rhyme, if your check is dishonored or returned, to electronically debit your account for the amount of the check, plus a processing fee of \$30 or legal limit plus any applicable sales tax. No CODs.

Authorized Purchase Order. P.O. from a public school or government agency must be signed and attached. Please do not fax and mail the duplicate Purchase Order. **Duplicate orders are your responsibility.**

FAQs & Terms

Please read carefully before ordering

General

Prices valid through 12/31/18. Orders received after 2:00 pm CST will be processed the following business day. Shipping and handling are non-refundable unless manufacturer error. Rush orders apply to in stock items only. Once order is placed, no additional items can be added and order cannot be cancelled.

Returns/Exchanges

Review orders upon receipt Report discrepancies within 3 days of receipt. Returns and exchanges are accepted. A 15% restocking fee will be charged. No returns/exchanges after 90 days or at all on custom items. No returns on opened caps and gowns. Please allow 7 days for processing of returns, exchanges, or credits. A Return/Exchange Instruction Sheet is included on reverse side of your invoice. Please read carefully. Complete and enclose with your return or exchange package via insured mail, UPS or FedEx to: **Rhyme University, P.O. Box 64784, St. Paul, MN 55164-0784.**

Measuring Instructions

MEASURE



Measure height from top of head to floor while child is wearing shoes.

Sizes are in feet and inches.

Small	Medium	Large	X-Large
(3' - 3'9")	(3'10" - 4'1")	(4'2" - 4'5")	(4'6" - 4'9")

Sizes listed above are for preschool and kindergarten-aged children. Elementary, middle, and high school sets are also available by visiting **RhymeUniversity.com.**

Visit us online for a **FREE** downloadable sizing chart!

Miscellaneous Items - Use the below section to order individual items							
Item #	Description	Qty	Price	Custom Sash Fee ADD \$12.95	Diploma Imprint Fee ADD \$11	Diploma Student Imprint ADD \$2 ea	TOTAL
							\$
							\$
							\$
							\$

Imprint Information - PLEASE allow 2 weeks for delivery of imprinted items - IMPRINT ORDERS ARE NONRETURNABLE

Previous orders are not kept on file. Please clearly print or type imprint information below or order will be delayed. Upper and lower case letters will be printed exactly as you have indicated below. Use 25 characters or less for best imprinting results. Additional characters can be imprinted but type will be reduced. **We are unable to Express imprinted orders.**

CHECK ITEMS TO BE IMPRINTED: ADD \$11 IMPRINT FEE per item checked:

- Program Covers Program Cover Imprint (School Name): _____
- Invitations

Invitation Imprint: Please note invitations will be printed as follows unless indicated otherwise

School Name Imprint: _____ requests the pleasure of your company at our Graduation Exercises

Day of Week: _____ **Date:** _____ / _____ / _____ **Time:** _____ AM / PM

at Place of Program: _____

Shipping & Handling - Orders received after 2 pm CST will be processed the following business day			
Merchandise Total	<input type="checkbox"/> Standard Delivery 2 weeks from order receipt	<input type="checkbox"/> Express Delivery 5 Business Days from order receipt	<input type="checkbox"/> AK/HI 2 weeks from order receipt
\$00.01 - \$24.99	\$11.95	\$19.95	\$36.95
\$25.00 - \$49.99	\$14.95	\$25.95	\$44.95
\$50.00 - \$99.99	\$17.95	\$32.95	\$54.95
\$100.00 - \$149.99	\$21.95	\$42.95	\$59.95
\$150.00 - \$199.99	\$24.95	\$47.95	\$64.95
\$200.00 - \$299.99	\$29.95	\$52.95	\$74.95
\$300.00 - \$399.99	\$39.95	\$58.95	\$84.95
Each add'l \$100	ADD \$9.99	ADD \$14.99	ADD \$16.99

Merchandise Total	\$
Sales Tax (CO, MN or WA)*	\$
Shipping & Handling Refer to the chart at left	\$
TOTAL	\$

* **MN Sales Tax:** MN residents in Anoka, Dakota, Ramsey, and Washington counties, add 7.125% sales tax. MN residents in Hennepin county, add 7.275% sales tax. All other MN residents add 6.875% sales tax. **CO Sales Tax:** CO residents in Colorado Springs, add 7.63% sales tax. CO residents in El Paso County, add 5.3% sales tax. All other CO residents, add 2.9% sales tax. If tax exempt, please provide a copy of tax exempt certificate.

Visit rhymeuniversity.com/faq for complete Sales Tax information.

Diploma Pricing

Diplomas \$.50 ea School Name Imprint **ADD \$11.00 per item #**
Student Name Imprint **ADD \$ 2.00 ea name**

1. Is there a cost for imprinting FREE Diplomas? Yes. Promotion does NOT include the cost of imprinting. Add \$11.00 for each item number imprinted.

2. How do I calculate imprinting costs? Item numbers calculate imprint costs. There is an \$11 imprinting fee for each different item number ordered. For example, if you want to print 150 Preschool Diplomas and 100 Kindergarten Diplomas, imprinting cost would be \$22. Add \$11 for each item number requiring imprinting. Quantity ordered DOES NOT affect price. To save imprint cost, order two-year supply.

3. What is the best way to send graduate names? Please email your list of student names to artwork@rhymeuniversity.com. **You must include your order # in the subject field.**

4. What does the New Class Activity poem say? Please visit our website to read.



DID YOU REMEMBER TO:

- * Enclose one check only, MO, or Official Public School PO
- * Sign order form if paying with a credit card and be sure to include CID # and credit card billing address
- * Include ALL Shipping & Handling charge in your Total on reverse side
- * Include imprinting information and add imprinting costs
- * Specify color, size, quantity and Item#s for Graduation Packages ordered

Choose Your Package and Save!

Matte or Shiny Deluxe

- Matte OR Shiny Cap & Gown (cap and gown are same color)
- Graduate Sash • Ring
- Diploma • Invitation
- Program Cover • Tassel

	Color 1	Color 2
Cap/Gown Color		
Height	Quantity	Quantity
Small under 3'9"		
Medium 3'10" - 4'1"		
Large 4'2" x 4'5"		
X-Large 4'6" - 4'9" Add \$2 ea		

Matte or Shiny Basic

- Matte Cap & Gown (cap and gown are same color)
- Tassel
- FREE Diploma*
*If ordered by March 31, 2018

	Color 1	Color 2
Cap/Gown Color		
Height	Quantity	Quantity
Small under 3'9"		
Medium 3'10" - 4'1"		
Large 4'2" x 4'5"		
X-Large 4'6" - 4'9" Add \$2 ea		

Embroidered Set

- Matte Cap & Gown
- Tassel

Minimum order: 10

	Color 1	Color 2
Cap/Gown Color		
Height	Quantity	Quantity
Small under 3'9"		
Medium 3'10" - 4'1"		
Large 4'2" x 4'5"		
X-Large 4'6" - 4'9" Add \$2 ea		

Misc Items	Color	Quantity								
Tassel Color(s)										
Graduate Sash(es)										
Diploma(s)	<table border="0"> <tr> <th>Design</th> <th>Level</th> </tr> <tr> <td><input type="checkbox"/> Teddy Bear</td> <td><input type="checkbox"/> Moving Up</td> </tr> <tr> <td><input type="checkbox"/> New Class Activity</td> <td><input type="checkbox"/> Preschool</td> </tr> <tr> <td><input type="checkbox"/> Handprint</td> <td><input type="checkbox"/> Kindergarten</td> </tr> </table>	Design	Level	<input type="checkbox"/> Teddy Bear	<input type="checkbox"/> Moving Up	<input type="checkbox"/> New Class Activity	<input type="checkbox"/> Preschool	<input type="checkbox"/> Handprint	<input type="checkbox"/> Kindergarten	
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<input type="checkbox"/> Teddy Bear	<input type="checkbox"/> Moving Up									
<input type="checkbox"/> New Class Activity	<input type="checkbox"/> Preschool									
<input type="checkbox"/> Handprint	<input type="checkbox"/> Kindergarten									
Ring(s)	<table border="0"> <tr> <td>2018</td> <td></td> </tr> <tr> <td>Graduate</td> <td></td> </tr> <tr> <td>ABC</td> <td></td> </tr> </table>	2018		Graduate		ABC				
2018										
Graduate										
ABC										

Misc Items	Color	Quantity								
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<input type="checkbox"/> New Class Activity	<input type="checkbox"/> Preschool									
<input type="checkbox"/> Handprint	<input type="checkbox"/> Kindergarten									

Misc Items	Color	Quantity
Tassel Color(s)		

Total Package Qty	
<input type="checkbox"/> Matte Price Before 3-31-18	\$23.95
<input type="checkbox"/> Matte Price After 3-31-18	\$25.95
<input type="checkbox"/> Shiny Price Before 3-31-18	\$21.95
<input type="checkbox"/> Shiny Price After 3-31-18	\$23.95
Subtotal	
Add \$2 for each XL	
Add \$2 for each set of 4 and under.	
Add \$4 per set for custom color.	
Subtotal 1 (Sets)	

Total Package Qty	
<input type="checkbox"/> Matte Price	\$17.95
<input type="checkbox"/> Shiny Price	\$15.95
Subtotal	
Add \$2 for each XL	
Add \$2 for each set of 4 and under.	
Add \$4 per set for custom color.	
Subtotal 1 (Sets)	

Total Package Qty	
Price	\$22.95
Subtotal	
Add \$2 for each XL	
Add \$2 for each set of 4 and under.	
Add \$4 per set for custom color.	
Subtotal	

Imprint Totals	
Imprint Diploma ADD \$11 per item #	
Imprint Stud. Name ADD \$2.00 per name	
Imprint Invitation ADD \$11 per item #	
Imprint Program Cvr ADD \$11 per item #	
Subtotal 2 (Imprint)	
Add Subtotal 1 & 2	

Imprint Totals	
Imprint Diploma ADD \$11 per item #	
Imprint Stud. Name ADD \$2.00 per name	
Subtotal 2 (Imprint)	
Add Subtotal 1 & 2	



CUSTOM IMPRINT
(for Embroidered Set)

Design Choice (1-7) _____ Text Color _____

Text for Gown
(two lines of text; up to 25 characters spaces per line)

*Prices are subject to change.

More Graduation Sets

Use this Order Form to order any Grad Set NOT listed on previous page.

1. THE BASICS: Indicate Colors & Quantities for Gowns, Caps, & Tassels in your set.

MATTE OR SHINY CAPS/GOWNS			
		Color 1	Color 2
☐ Matte	Cap/Gown Color		
	Height	Quantity	Quantity
☐ Shiny	Small under 3'9"		
	Medium 3'10" - 4'1"		
	Large 4'2" x 4'5"		
	X-Large 4'6" - 4'9" Add \$2 ea		

TASSELS		
	Color	Quantity
Tassel Color(s)		

2. THE DETAILS: Indicate Colors and/or Quantities for ALL other items in your set.

Grad Set with Hood		
<ul style="list-style-type: none"> • Matte Cap & Gown • Tassel • Graduation Hood 		
Misc Items	Color	Quantity
Hood Color(s)		

Grad Set with Custom Sash	
(Use this box for ordering SINGLE CUSTOM PRINTED SASHES also; 24 Minimum)	
Right Side Text _____	
Left Side Text _____	
Sash Color	
Total Sash Qty (if ordering single sashes):	

Teddy Bear Grad Set		
<ul style="list-style-type: none"> • Matte Cap & Gown • Tassel • T-Shirt 		
Misc Items	Size	Quantity
T-shirt Size	Small	
	Medium	
	Large	
	X-Large	

Diplomas			
Item #	Quantity	Total Diploma Qty	
		Price (Ea)	\$.50
		School Name Imprint	\$11.00
		Student Name (Ea)	\$2.00
		Subtotal	
School Name to Imprint _____			
Email us students' names (as wanted on diploma) in an Excel file format			

Deluxe Teddy Bear Grad Set		
<ul style="list-style-type: none"> • Matte Cap & Gown • Tassel • T-Shirt • Diploma 		
Misc Items	Size	Quantity
T-shirt Size	Small	
	Medium	
	Large	
	X-Large	
Diploma	Moving Up	
	Preschool	
	Kindergarten	

Handprints Grad Set			
<ul style="list-style-type: none"> • Matte Cap & Gown • Tassel • Handprints • Handprints Sash • Diploma 			
Misc Items		Qty	Qty
Sash	Preschool	2018	
	Kindergarten		
Diploma	Preschool	Moving Up	
	Kindergarten		

Order Online at
RhymeUniversity.com

Call to Order
1-877-472-3738