



Order by Mail:
P.O. Box 64784
St. Paul, MN
55164-0784

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

Order Online
RhymeUniversity.com
secure online ordering

Order by Toll Free Fax
1-855-277-4411
24 Hours, 7 days a week

Order Form 2016

SCHOOL ADDRESS

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

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

Get exclusive offers
when you order using
your priority code.

Call now! 1-877-472-3738 RhymeUniversity.com

Customer Number

Priority Code

SHIP TO ADDRESS

If different from school address
Contact _____
School _____
Street _____
City/State _____ Zip _____

School Phone ()

Fax Number ()

EMAIL

E-mails privately held and used for sending shipment information

NEED BY (required): / /

SCHOOL CLOSED From _____ To _____

Complete above to ensure prompt delivery of your order

Payment must accompany all orders

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 COD's.

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.**

Credit Card. Complete CREDIT CARD BILLING INFORMATION 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.**

☐ VISA ☐ MasterCard ☐ AMEX ☐ Discover

Account Number

Expiration Date

CREDIT CARD BILLING INFORMATION

Cardholder's Name _____

Billing Address _____

City/State _____ Zip _____

Miscellaneous Items - Use the below section to order individual items

Item #	Description	Qty	Item Price	Subtotal	Custom Sash Fee ADD \$12.95 ea	Diploma Imprint Fee ADD \$11.00 ea	Diploma Student Imprint ADD \$2.00 ea	SUBTOTAL
								\$
								\$
								\$
								\$

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: ☐ Invitations ☐ Program Covers

Program Cover Imprint (School Name): _____

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 of Program:** _____ / _____ / _____ **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	\$13.95	\$25.95	\$44.95
\$50.00 - \$99.99	\$15.95	\$32.95	\$54.95
\$100.00 - \$149.99	\$19.95	\$42.95	\$59.95
\$150.00 - \$199.99	\$23.95	\$47.95	\$64.95
\$200.00 - \$299.99	\$28.95	\$52.95	\$74.95
\$300.00 - \$399.99	\$37.95	\$58.95	\$84.95
Each additional \$100	ADD \$9.99	ADD \$14.99	ADD \$16.99

Merchandise Total	\$
Sales Tax (MN or CO)*	\$
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.

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. Please 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:

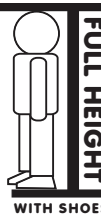
- * Enclose one check only, MO, or Official Public School PO
- * Sign order form if paying with a credit card and be sure to include CID # and credit card billing address

- * 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



Measuring Instructions

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



Sizes are in feet and inches.

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

Matte Deluxe Graduation Set

Only \$22.95

MAILED ORDERS MUST BE POSTMARKED BY 3/31/16

After March 31, 2016 \$24.95*
*1-4 packages, add \$2 ea

Includes one of each:

- Matte Cap & Gown
- Tassel with Year Date Charm
- Sash
- Ring
- Diploma with matching Invitation & Program Cover (no substitutions)

EARLY BIRD SPECIAL
Order by 3/31/16 & SAVE!



P.O. Box 64784
St. Paul, MN 55164-0784



Postage
Required
Post Office will
not deliver
without proper
postage

From

Choose Your Package and Save!

Matte or Shiny Deluxe

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

Misc Items	Color	Quantity
Tassel Color(s)		
Graduate Sash(es)		
Diploma(s)	Item #	
Program Cvr & Invite to match		
Ring(s)	2016	
	Graduate	
	ABC	

Total Package Qty	
□ Matte Price Before 3-31-16	\$22.95
□ Matte Price After 3-31-16	\$24.95
□ Shiny Price Before 3-31-16	\$20.95
□ Shiny Price After 3-31-16	\$22.95
Subtotal	
Add \$2 for each XL	
Add \$2 for each set of 4 and under.	
Subtotal 1 (Sets)	

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	

Matte or Shiny Basic

- Matte Cap & Gown (cap and gown are same color)
- Tassel
- FREE Diploma*
*If ordered by March 31, 2016

	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)		
Diploma		

Total Package Qty	
□ Matte Price	\$16.95
□ Shiny Price	\$14.95
Subtotal	
Add \$2 for each XL	
Add \$2 for each set of 4 and under.	
Subtotal 1 (Sets)	

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

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)		

Total Package Qty	
Price	\$21.95
Subtotal	
Add \$2 for each XL	
Add \$2 for each set of 4 and under.	
Subtotal	

CUSTOM IMPRINT (for Embroidered Set)

Design Choice (1-7) _____

Text for Gown

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

*Prices are subject to change.

FREE
Downloadable
Sizing Chart
Visit us online

Pull This Page Out to Order

Special Order Grad Set

- Matte Cap & Gown (cap and gown are same color; see page 4 for colors)
- 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)		

Total Package Qty	
Price	\$19.95
Subtotal	
Add \$2 for each XL	
Add \$2 ea for ea set of 4 and under.	
Subtotal 1 (Sets)	
Add Subtotal 1 & 2	

Cap & Tassel Set

Choose Fabric Type

☐ Matte ☐ Shiny

Items	Color	Quantity
Cap Color(s)		
Tassel Color(s)		

Total Set Qty	
Price	\$5.95
Subtotal	

Graduation Rings

	Style	Quantity
Ring(s)		

Total Ring Qty	
Price	\$3.95
Subtotal	

Diplomas

Item #	Quantity

Standard Sashes

Choose Sash Type

- ☐ Graduate - **Most Popular!**
☐ Pre-Kindergarten
☐ Preschool ☐ Kindergarten
☐ Head Start ☐ Moving Up

	Color	Quantity
Sash Color(s)		

Total Sash Qty	
Price	\$3.95
Subtotal	

Graduation Tassels

	Color	Quantity
Tassels		

Total Tassel Qty	
Price	\$1.95
Subtotal	

Custom Printed Sashes - 24 Minimum

Right Side Screen Print _____

Left Side Screen Print _____

Sash Color		Total Sash Qty	
		Price	\$4.95
		One Time Set Up Fee	\$12.95
		Subtotal	

FAQs & Terms Please read carefully before placing your order

Order Online
www.RhymeUniversity.com
Secure online ordering with all major credit cards.

Order By Phone
1-877-GRAD-SET
(1-877-472-3738)
Visit rhymeuniversity.com/Contact-Us for complete office hour information.

Order By Fax Toll Free
1-855-277-4411

24 Hours a day / 7 days a week
Fax your complete order form along with credit card information or Official Public School Purchase Order. Please do not mail & fax the same order.

Duplicate orders are your responsibility.

Order By Mail
Rhyme University
P.O. Box 64784
St. Paul, MN 55164-0784

Complete order form & mail in envelope provided. Make checks & money orders payable to Rhyme University. No CODs.

Is there a minimum order amount?

Yes, a \$20 minimum applies to all orders being paid by credit card. \$20 minimum includes merchandise and S&H. Smaller orders can be accepted via mail but must include a check for the merchandise and full S&H.

Can we purchase our cap and gown sets with different colored tassels?

You can order gown sets with a different color tassel at no extra cost.

Can I use tassel with year date charm on cardboard caps?

Yes. We have updated our cardboard caps to accommodate all featured charms and tassels.

Do your products follow the standards of the Consumer Product Safety Commission?

Yes. We value your students' safety. We have a certificate of conformance (available upon request) that says all of our products are compliant with the standards set by the CPSIA (Consumer Product Safety Improvement Act).

Credit

Payment must accompany order unless credit application has been approved. Call toll free 1-877-472-3738 to request a credit application. Allow 3-4 weeks for credit approval. Upon approved credit, net 30 days.

Payment

Payment must accompany all orders. A certified check or money order will speed delivery. Personal checks will delay shipment of your order by 10 business days.

Only certified check, money order or credit card accepted for Next Day and Two Day Express services.

Sorry, no personal checks.

Please send one check only. Orders with multiple checks will be returned.

\$30.00 fee for each returned check plus any applicable sales tax.

Minimum of \$20 on all credit card orders.

1.5% monthly charge on all past due accounts.

General

Prices valid through 12/31/16. 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 - Discrepancies must be reported within 3 days of receipt. Returns and exchanges are only accepted within 15 days of delivery. After this 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 seven 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.**

International Orders

All orders shipped outside of the continental United States will be shipped via an Express service to ensure delivery. These orders are subject to additional shipping & handling charges. Duties & value added taxes are the responsibility of the customer. Email customerservice@rhymeuniversity.com and a sales representative will advise of additional shipping costs.