



Scott Gerhart
Sales Representative

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January, 2019

Dear Parent/Guardian of Graduating Senior,

Congratulations! The wait is almost over. It is time to celebrate your student's Graduation from Downingtown East High School. Herff Jones has been selected as the official supplier for all of your graduation needs.

Please see the reverse side of this letter for directions on how to order your student's CAP & GOWN. MEASUREMENTS FOR CAP & GOWN WILL BE TAKEN ON Wednesday, January 23rd & Thursday, January 24th during lunches outside cafeteria.

Orders for the GRADUATION ANNOUNCEMENTS will also be taken at this time. You can view a full color announcement sample and all of the products available to you at our website <http://highschool.herffjones.com>. Your school is located under Downingtown HS EAST , and then click SHOP GRAD PRODUCTS. A sample of your custom announcement is pictured below for your convenience.

We thank you in advance for the opportunity to serve the Downingtown High School East community.

Best Regards,

Scott Gerhart
Representative



CAP & GOWN ORDER FORM COMPLETION
ORDER DAY: WEDNESDAY, JANUARY 23RD & Thursday, JANUARY 24TH

CAP & GOWN ORDER FORM			PLEASE PRINT LEGIBLY & USE BLUE OR BLACK INK	3954021
High School Name <u>Downingtown East</u>		City <u>Exton</u>		 A Varsity Achievement Brand <small>By completing this information, you agree to receive future text messages and emails from Herff Jones, Inc. and its agents. Message and data rates may apply.</small> COMPANY COPY
Last Name <u>Smith</u>	Check One <input checked="" type="checkbox"/> M <input type="checkbox"/> F		CHECK ITEMS ORDERED LINE 1 <input type="checkbox"/> CAP, GOWN, & GRADTASSEL (UNIT) QTY _____ AMOUNT \$ _____ LINE 2 SOUVENIR TASSELS QTY _____ AMOUNT \$ _____ <input type="checkbox"/> MINI TASSEL W/KEYRING _____ <input type="checkbox"/> MEMORY TASSEL W/CLASS SIGNET _____ <input type="checkbox"/> MEGA TASSEL W/MEGA SIGNET _____ LINE 3 <input type="checkbox"/> GOWN ONLY _____ LINE 4 <input type="checkbox"/> CAP ONLY _____ LINE 5 <input type="checkbox"/> GRADTASSEL ONLY _____ LINE 6 <input type="checkbox"/> OTHER _____	
First Name <u>John</u>	MI _____	Weight <u>175</u>	LINE 3 <input type="checkbox"/> GOWN ONLY _____ LINE 4 <input type="checkbox"/> CAP ONLY _____ LINE 5 <input type="checkbox"/> GRADTASSEL ONLY _____ LINE 6 <input type="checkbox"/> OTHER _____	
Cap Size <u>NA</u>	Height With Shoes <u>5</u> ft. <u>08</u> in.	Home Room _____	LINE 3 <input type="checkbox"/> GOWN ONLY _____ LINE 4 <input type="checkbox"/> CAP ONLY _____ LINE 5 <input type="checkbox"/> GRADTASSEL ONLY _____ LINE 6 <input type="checkbox"/> OTHER _____	
Grad Year <u>2019</u>	Mobile Phone <u>987-654-3210</u>		LINE 3 <input type="checkbox"/> GOWN ONLY _____ LINE 4 <input type="checkbox"/> CAP ONLY _____ LINE 5 <input type="checkbox"/> GRADTASSEL ONLY _____ LINE 6 <input type="checkbox"/> OTHER _____	
Student Email _____	Parent Email _____	_____	MISC _____ SUB TOTAL _____ TAX _____ TOTAL _____ AMOUNT PAID <u>\$37</u>	

Enter height in feet and inches. If unsure of height, we will measure you on order day. It is not necessary to enter cap size as it is one size fits all. When ordering the Basic Package check LINE 1. When ordering a Special Senior Package check LINE 6. Please indicate Package (I or II) and size (S,M,L,XL,2X,3X).

YOUR CAP, GOWN & TASSEL WILL BE DELIVERED TO SCHOOL PRIOR TO GRADUATION.

BASIC PACKAGE (B): \$15.85 (includes sales tax)

Includes Cap, Gown & Tassel Unit

SPECIAL SENIOR PACKAGE (I): \$37.00

Includes items in Basic Package plus

- Senior Graduation T-Shirt (Black with classic "Senior 2019" design in white & gray) Value \$17.95
- Memory Tassel- School colors with gold 2019 signet Value \$6.95

SPECIAL SENIOR PACKAGE (II): \$47.00

Includes items in Basic Package plus

- Class of 2019 Hoodie (Gray with "Senior 19" design in white, black, and gray) Value \$27.95
- Mini Tassel Keychain- School colors with gold 2019 signet Value \$6.95

The additional items in Special Senior Packages will be **delivered on order day!** A great value!

Online Orders can be placed at www.highschool.herffjones.com

Type in DOWNINGTOWN EAST in the box at the top of the page to find your school
 Click SHOP GRAD PRODUCTS and the cap and gown packages will appear

Cash or Check/Money Order payable to Herff Jones
Payment in full required with order