

**1**

PLEASE PROVIDE US WITH YOUR CONTACT INFORMATION

SCHOOL: \_\_\_\_\_

NAME: \_\_\_\_\_ (FIRST MIDDLE LAST)

STREET ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_, CA ZIP: \_\_\_\_\_  
INCLUDE APT OR UNIT #

PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_

CAP & GOWN SIZING: Height \_\_\_\_\_ ft \_\_\_\_\_ in | Weight \_\_\_\_\_ | Gender M or F  
IF WEARING HEELS ADD 2 INCHES TO HEIGHT

**2**

SELECT YOUR CAP & GOWN ITEMS

**Cap Gown and Tassel Unit: \$16.28 (with tax = \$17.50)**

- I WOULD LIKE TO PURCHASE AND KEEP MY CAP, GOWN AND TASSEL (option one)
- I WOULD LIKE THE DISTRICT TO FURNISH MY CAP & GOWN. (option two)
  - CAP, GOWN, AND TASSEL MUST BE RETURNED AT THE CONCLUSION OF GRADUATION PRIOR TO RECEIVING YOUR DIPLOMA.
  - ORDER MUST BE SUBMITTED PRIOR TO FEBRUARY 28, 2017

**Extra Items:**

Souvenir Tassel \_\_\_\_\_ x \$8.00ea (tax included) = \_\_\_\_\_

Spinner Key Chain \_\_\_\_\_ x \$6.50ea (tax included) = \_\_\_\_\_

**Home Delivery**

Skip the lines and get your Cap & Gown early! Have it mailed home add \$10.00

Unit is shipped via USPS with tracking to the address provided. Refunds will not be issued for lost or stolen packages. Customer is responsible once item is delivered. Please contact USPS if item is not delivered per tracking information. For additional information please see reverse.

Late Fee of \$9.00 after February 28th, 2017 = \_\_\_\_\_

**3**

PAYMENT OPTIONS

**PAYMENT INFORMATION** (Your credit card will be charged at time of order)

Type of Payment:  Cash  Money Order  Check #: \_\_\_\_\_  
 Rep \_\_\_\_\_  Credit Card

Credit Card Number: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
M M Y Y

Signature: \_\_\_\_\_ Amount to be charged: \_\_\_\_\_

Billing Address if different from Section 1 \_\_\_\_\_

|             |  |    |  |  |  |
|-------------|--|----|--|--|--|
| TOTAL       |  | \$ |  |  |  |
| AMOUNT PAID |  | \$ |  |  |  |
| BALANCE DUE |  | \$ |  |  |  |

**Please make checks Payable to: Herff Jones**

All returned checks subject to \$25 fee EACH time they are returned.

**4700 EASTON DRIVE #28  
BAKERSFIELD, CA 93309  
661-864-7778**

**WALK-IN HOURS - SEE BACK OF FORM  
CLOSED MAJOR HOLIDAYS  
SERVICE IN ENGLISH / ESPAÑOL**



Kern High School District only requires a cap, gown, and tassel to participate in the district commencement ceremonies.



# FREQUENTLY ASKED QUESTIONS

## 1. How do I place my order for Cap & Gown?

We offer several options to order:

During lunch at school on scheduled order dates. (check your schools calendar of events)

Mail your order to our address listed below. (see #8)

In our local office address listed below.

Online at [www.HJBakersfield.com](http://www.HJBakersfield.com) (until February 28<sup>th</sup>, 2017)

Check our website at [www.hjbakersfield.com](http://www.hjbakersfield.com) for more information and options.

## 2. What are your office hours?

August through September – Wednesday and Thursday **3:00PM – 6:00PM**

October through December – Tuesday, Wednesday, and Thursday **3:00PM – 6:00PM**

January through Graduation – Tuesday, Wednesday, Thursday, and Friday **3:00PM – 6:00PM**

## 3. Do I need an appointment?

No appointment needed during office hours. Please walk-in.

## 4. What is your address?

4700 Easton Dr #28, Bakersfield, CA 93309

## 5. When should I order?

As soon as possible

## 6. Is there a late order date?

Yes, February 28<sup>th</sup>, 2017. Orders placed after this date are \$26.50 will be provided the closest size available.

## 7. How do I get sized?

We need your height and weight to properly size your cap and gown.

Ladies if you choose to wear heels add two inches to your height.

## 8. Do I need to order in person?

After your schools cap and gown delivery date you must order in our local office.

## 9. What cap and gown will I receive when selecting home delivery?

You will receive your school color cap, gown and tassel.

The following exceptions apply:

Stockdale (Black gown),

Golden Valley (unit will be mailed after school delivery date)

West (Green may be exchanged at school for gold after delivery per schools instructions)

## 10. How long for home delivery?

Approximate shipping time is 4 weeks. We attempt to ship as soon as possible we will notify you of any delays in service beyond the estimated shipping time.

## 11. What forms of payment do you accept?

We accept CASH, all major credit cards, money orders, personal checks.

(Personal checks are accepted until February 28<sup>th</sup>, 2017)

## 12. I have a question you haven't answered here!

Please visit our office during business hours listed above or call and leave a message 661-864-7778 and a representative will return your call as soon as possible.