

# CAP AND GOWN ORDER FORM

## WWW.HJBAKERSFIELD.COM

ORDER ONLINE UNTIL FEBRUARY 28TH, 2018

# CLASS OF 2018 KHSD

**1**  
PLEASE PROVIDE  
US WITH YOUR  
CONTACT  
INFORMATION

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

LEGAL NAME: \_\_\_\_\_ PLEASE USE THE NAME FROM THE SCHOOL IDENTIFICATION CARD OR GOVT. ID  
(FIRST MIDDLE LAST)

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

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

CAP & GOWN SIZING: Height \_\_\_\_\_ft \_\_\_\_\_in | Weight: 0-250 / 250+  
IF WEARING HEELS, ADD 2 INCHES TO HEIGHT CIRCLE YOUR SELECTION

**2**  
SELECT YOUR  
CAP & GOWN  
ITEMS

### Cap Gown and Tassel Unit: \$16.32 (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, 2018

### Extra Items:

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

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

### Early Delivery

- Skip the lines and get your Cap & Gown early! Have it mailed home add \$15.00

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.

CELL PHONE: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
TRACKING INFORMATION IS TEXTED WHEN PACKAGE IS MAILED  
Message and Data rates may apply.

Late Fee of \$9.00 after February 28th, 2018 = \_\_\_\_\_

**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: \_\_\_\_\_

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:

1. During lunch at school on scheduled order dates. (check your schools calendar of events)
2. Mail your order to our address listed below. (see #4 and #8)
3. In our local office address listed below. (see #4)
4. Online at [www.HJBakersfield.com](http://www.HJBakersfield.com) (until February 28<sup>th</sup>, 2018)

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

For security we DO NOT accept orders via text message, e-mail, social media, et al.

### 2. What are your office hours?

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

Closed Major Holidays and Select Other Dates. (Check our website @ [www.hjbakersfield.com](http://www.hjbakersfield.com))

### 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! **DO NOT WAIT** late orders will be provided the closest size available.

### 6. Have you received my order?

If you order via mail or online check your bank or credit card statement for the credit card charge or cancelled check in the name of "Herff Jones". If you order in person and pay cash retain the receipt for proof of purchase.

### 7. Is there a late order date?

Yes, February 28<sup>th</sup>, 2018. Orders placed after this date are \$26.50 will be provided the closest size available.

### 8. 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.

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

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

### 10. 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 (Forest Green)

### 11. How long for home delivery?

Approximate shipping time is 4 weeks to 6 weeks. Please provide cell phone number for tracking information.

### 12. 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>, 2018)

### 13. 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.

A representative will return your call as soon as possible.

During peak delivery season please visit our office for assistance.