Dear Graduate:

We are pleased to provide you with your regalia for the College of Pharmacy graduation ceremony. Please complete the attached order form and return it to us by Friday April 10th, 2015.

Basic regalia information:
- The gown and cap are for rent and the hood will be purchased. This will be a total of $122.00
- Velvet accents on the gown and hood are Olive. The Olive tassel and hood are yours to keep as souvenirs.
- Please use your height with the shoes to be worn the day of the event.
- If you require a plus size gown (3XL and up), please note that on your form.

Ordering your Regalia:
- Fax: Graduation Department (614) 247-2001
- Email tm218@bncollege.com as a scanned attachment
- Drop off: Bring your order in person to our store at 11th and High.
- Mail: Barnes & Noble Graduation Dept. 1598 N. High St. Columbus, OH 43201
- Orders placed after Friday April 10th may be subject to an extra shipping fee to ensure the regalia arrives on time.

Announcements:
- We have partnered with CB Graduation Announcements to provide your announcements for this occasion. Please visit their website at www.cbgrad.com to place an order or ask any questions regarding announcements.

Additional Items:
- For diploma frames and clothing:
  If shipping was selected, these items will ship as soon as your order is processed. If pickup was selected, they will be ready for pickup with your regalia.

Picking up/Returning your Regalia:
- Regalia will arrive in our store the week graduation. You will be notified via e-mail when it is either ready for pickup or has shipped, depending on your order.
- For your convenience, the bookstore at 11th Ave. and High St. is open weekdays 8 AM to 10 PM and weekends 9 AM to 10 PM. Metered street parking and garage parking is available.
- If you are attending both the hooding ceremony and spring commencement, you may keep your rental regalia between events.
- Rental regalia must be returned to Barnes & Noble, the OSU Bookstore by May 25th.
- Missing returns will be charged up to a $729 replacement fee.

General Information:
- Please keep this sheet for your records.
- Please allow up to 72 hours for confirmation of your order receipt (i.e. fax, email, etc.)
- Order confirmations will be sent via e-mail.
- Please check your email bulk folder for all notification emails if you have not yet heard from us.
- We require a credit card number on each order, regardless of the payment method actually used. This acts as a deposit/guarantee for the rental.
- In compliance with all current laws, your credit card information will be kept in a secure locked location.

Please e-mail your inquiries to tm218@bncollege.com or call our Graduation Dept. at (614) 247-2250.

Thank you and Congratulations!

The Ohio State University
College of Pharmacy - Student 2015 Commencement
The Ohio State University
College of Pharmacy - Student
2015 Commencement

Name: ____________________________________________________________
Email: ____________________________________________ Phone: ____________

Credit Card #: _ _ _ _ - _ _ _ _ - _ _ _ _ - _ _ _ _ Exp. _ _ / _ _ CID#____
Zip Code____
Name on Card: __________________________________________________
Cardholder’s Signature: ___________________________________________

Payment: **REQUIRED.** Credit card info is kept on file in case regalia is not returned.

**How would you prefer to receive your regalia?**
- ☐ Ready to Pick-Up the week of graduation at The OSU Bookstore at the corner of 11th and High?
- ☐ Shipped via UPS.
  (No P.O. Boxes, Please) **Add $6.95 for S&H at the right.**

**Shipping Address:**
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<th>Item Description</th>
<th>Qty.</th>
<th>Height/Size</th>
<th>Price</th>
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<td>1. Regalia Option #1 (Rent Cap/Gown Purchase Hood/Tassel)</td>
<td>1</td>
<td>___' ___&quot;</td>
<td>$123.00</td>
</tr>
<tr>
<td>2. Classic Diploma Frame with College of Pharmacy Medallion (add $25 if being shipped)</td>
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<td>Add $25 if shipping</td>
<td>$155.00</td>
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<td>3. Ohio State Pharmacy T-shirt (SM-XXL)</td>
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<td>$18.98</td>
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**DATE OF CEREMONY** ________________

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