

**Mary Baldwin College Bookstore**

Pannill Student Center  
Staunton, Virginia 24401  
540-887-7264 FAX 540-887-7342

To: All Master's Graduation Candidates

Re: Ordering Graduation Regalia and Announcements

If you are planning to participate in the MBC graduation ceremony in May, it is now time to place your order for your master's cap, gown, tassel and hood. Since these items must be special-ordered, it is very important that we receive your order no later than **April 1st**. The total cost for the unit (including tax) will be **\$73.50**. If you wish to have your items mailed to you there is an additional charge of \$10.00 for shipping and handling. All checks should be payable to the MBC Bookstore and **all sales are final**. If you wish to pay by credit card you also have the option of faxing your order to the number listed above. The expected delivery date will be the first week of May.

There are two options for ordering announcements. **Standard** announcements will be available at the bookstore starting April 1st. They are sold in packs of ten at \$18.00 per set. **Personalized** announcements (which incorporate the student's name and degree in the body of the announcement) are also available but must be pre-ordered through the Herff Jones website. The minimum order for personalized announcements is 25. To order these, please go to [www.herffjones.com/college/graduation](http://www.herffjones.com/college/graduation).

If you need further assistance on any of this information, please feel free to give us a call or email [books@mbc.edu](mailto:books@mbc.edu).

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**Master's Cap & Gown Order Form** Please circle one: **MAT** **MEd** **MFA** **MLitt**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Special Sizing (plus etc.) \_\_\_\_\_

Please choose one option: In store pick-up \_\_\_\_\_ (\$73.50) Home Delivery \_\_\_\_\_ (\$83.50)

C.C. # \_\_\_\_\_ Exp. \_\_\_\_\_ V Code \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_