

The Ohio State University
College of Law
2018 Commencement

BARNES & NOBLE
THE OHIO STATE UNIVERSITY BOOKSTORE

Dear Graduate:

Congratulations on your upcoming graduation! We are pleased to provide you with regalia for your graduation ceremony. Please complete the attached order form and return it to us by **Monday, March 26th 2018.**

Basic regalia information:

- Regalia Set **\$128**: Includes rental doctoral gown featuring purple velvet accents, a rental black mortarboard cap, a purple keepsake tassel bearing the year of graduation, and an Ohio State VIP JD hood with purple velvet panels and scarlet and grey interior colors exclusive to graduates of The Ohio State University.
- **The hood and tassel are yours to keep post-graduation.** We do not offer a rental hood option.
- 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:

- **Drop off:** Bring your order in person to our store at 11th and High.
- **Email (best option):** tm218@bncollege.com as a scanned attachment
- Orders placed after **Monday, March 26th 2018** will be subject to an extra **\$25** shipping fee to ensure the regalia will arrive on time.

Receiving/Returning Regalia:

- Regalia will arrive in our store the week of your hooding ceremony. All regalia must be picked up or shipped to your designated location. **Shipped regalia orders will be charged a \$7.50 shipping** and handling fee. *Please only use the shipping option if you have a reliable drop-off location, UPS does not require signatures for regalia packages.*
- 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.
- Rental regalia must be returned to Barnes & Noble, the OSU Bookstore on the corner of 11th Ave. and High St. by **Monday May 21st, 2018.** This includes the gown and mortarboard cap. _
- **All missing returns will be charged up to a \$729.00 replacement fee after the deadline.**

Announcements:

- We have partnered with *CB Graduation Announcements* to provide your announcements for this occasion. Please visit their website at www.cbgrad.balfour.com or call 1-800-433-0296 to place an order or ask questions regarding announcements.

General Information:

- **Please keep this sheet for your records.**
- Orders submitted in-store will *not* receive an additional order confirmation.
- All order confirmations will be sent via e-mail. Please check your junk mail folder for your confirmation email if you have not heard from us within 72 hours of submitting your order.
- 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 email tm218@bncollege.com with any questions or call (614) 247-2210. Thank you and GO BUCKS!

Optional Items for Purchase: (Select/indicate on order form)



Churchill Classics Masterpiece Frame (\$199)



Churchill Classics Presidential Frame (\$249)



College of Law T-shirt (\$19.98)

LAST NAME: _____

FIRST NAME: _____

EMAIL: _____

PHONE#: _____

CREDIT CARD #: _____

EXP: _____ CID#: _____

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

I understand that if I do not return this rental item, this card will be charged **a \$729 replacement fee**

CHECK Items to Rent :	OPTIONAL ITEMS TO PURCHASE :
GOWN & CAP (\$40) HEIGHT: _____ <input type="radio"/>	Moritz College of Law Diploma Frame (\$160) <input type="radio"/>
CHECK Items to PURCHASE :	Churchill Masterpiece Frame (\$199) <input type="radio"/>
DOCTORAL HOOD & TASSEL (\$88) <input type="radio"/>	Churchill Presidential Frame (\$249) <input type="radio"/>
TOTAL: \$ _____	Moritz College of Law T-shirt (\$19.98) <input type="radio"/>
How would you like to receive your items?	Size: _____
In-Store Pick-Up? <input type="radio"/> No Additional Fee	Ship? <input type="radio"/> Add \$7.50 for S&H
	ADDRESS: _____

Store Use Only:
Transaction# _____ Date: _____ Amount: \$ _____ Initials: _____