



Easy Step-by-Step Ordering

Step 1: Place Your Preliminary Order Today!

Guarantee your colour and package.

- Simply complete the enclosed Preliminary Order Form and send to us today.

Step 2: Place Your Detailed Order 2 Months Prior

Complete the following forms:

- Faculty and Student Summary Order Form
- Faculty Rental Order
- Individual Student Rental Detail

Your order cannot be processed without the required forms and confirmed date.

Use either the enclosed paper order forms or for increased accuracy:

1. Visit www.gaspard.ca/excel
2. Click on Graduation Excel Template
3. Save template to your computer
4. Follow Instructions Tab
5. Email: rental_orders@gaspard.ca

If using paper, send your completed order forms to **Gaspard** Order Centre:

- Toll Free Fax: 1 (866) 977-0024
- Mail: **Gaspard** Graduation Order Centre, 1266 Fife St., Winnipeg, MB, R2X 2N6

Step 3: Verify Your Order Upon Receipt of Order Confirmation

- Your Order Confirmation will be sent to you within 1 week of receiving your order.
- Review your order agreement immediately.
- Make any required changes or corrections right on the confirmed Order Agreement.
- Return a signed copy of the Order to us by:
 - Email: rental_orders@gaspard.ca
 - Fax: 1 (866) 977-0024
 - Mail: **Gaspard** Graduation Order Centre, 1266 Fife Street, Winnipeg MB R2X 2N6



Student Summary Order

Orders cannot be processed without completion of this form.

Account# _____

School Name _____

Street Address _____

City _____

Province _____ Postal Code _____

School Phone _____

School Fax _____

Ordered By _____

Title _____

Contact Phone _____

Contact Fax _____

Email _____

GRADUATION DATE _____
(required)

PURCHASE ORDER _____

Ship To Address (if different)

Place _____

Attention _____

Address _____

City _____

Province _____ Postal Code _____

Faculty

Yes, I would like to take advantage of the 10% savings on my entire Faculty rental package by ordering both Student and Faculty rental packages. **Faculty Order: Please fill out Faculty Rental Order**

Platinum Student Rental Package Quantity _____

Gown Colour 1. _____ 2. _____

	Gowns		Vee Stoles		Souvenir Cap (unysize)		Souvenir Tassel	
	Quantity	Colour	Quantity	Colour	Quantity	Cap Colour	Quantity	Colours
Colour 1								
Colour 2								
Totals								

Gold Student Rental Package Quantity _____

Gown Colour 1. _____ 2. _____

	Gowns		Souvenir Cap (unysize)		Souvenir Tassel	
	Quantity	Colour	Quantity	Cap Colour	Quantity	Colours
Colour 1						
Colour 2						
Totals						

Silver Student Rental Package Quantity _____

Gown Colour 1. _____ 2. _____

	Gowns		Vee Stoles		Use if Renting a Vee Stole Only	
	Quantity	Colour	Quantity	Colour	Quantity	Colour
Colour 1						
Colour 2						
Totals						

Bronze Student Rental Package Quantity _____

Gown Colour 1. _____ 2. _____

	Gowns	
	Quantity	Colour
Colour 1		
Colour 2		
Totals		

Signature _____

WESTERN CANADA
Customer Service 1 (866) 949-5712
or 1 (204) 949-5712

EASTERN CANADA
Customer Service 1 (866) 949-5722
or 1 (204) 949-5722

GASPARD
Graduation Order Centre
Toll Free Fax 1 (866) 977-0024
Email: rental_orders@gaspard.ca



Faculty Rental Order

Account# _____
 School Name _____
 Street Address _____
 City _____
 Province _____ Postal Code _____

School Phone _____
 School Fax _____
 Ordered By _____
 Title _____
 Contact Phone _____
 Contact Fax _____
 Email _____

GRADUATION DATE _____
 (required)

PURCHASE ORDER _____

Ship To Address (if different)

Place _____
 Attention _____
 Address _____
 City _____
 Province _____ Postal Code _____

	Name (PLEASE PRINT)		Height Inches / cm.	Gown			Hood*		Faculty Cap ✓
	LAST NAME	FIRST NAME		Bach. ✓	Mast. ✓	Doc. ✓	Hood ✓	Degree, Faculty and University Attended Substitutions of some hoods may be necessary	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
	TOTAL								TOTAL

***IMPORTANT:** Substitutions of some hoods may be necessary depending on hood availability.

Signature _____

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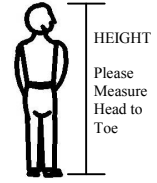
Student Rental Details

(Required with your order)

ACCOUNT # _____

SCHOOL NAME _____

ADDRESS _____



Gown Colour 1 _____ Gown Colour 2 _____

*** IMPORTANT: Photocopy this form if more than 30 Graduates are to be listed or visit www.gaspard.ca/excel for online documentation.**

Students Name (PLEASE PRINT) LAST NAME FIRST NAME	Gown Colour 1	Gown Colour 2	MEASURE HEIGHT AND CHECK OFF THE APPROPRIATE COLUMN																	
			(sz39) 4'6"-4'8" 137 - 143 cm	(sz42) 4'9"-4'11" 144 - 150 cm	(sz45) 5'-5'2" 151 - 158 cm	(sz48) 5'3"-5'5" 159 - 166 cm	(sz51) 5'6"-5'8" 167 - 173 cm	(sz54) 5'9"-5'11" 174 - 181 cm	(sz57) 6'-6'2" 182 - 188 cm	(sz60) 6'3"-6'5" 189 - 195 cm	(sz63) 6'6"-6'8" 196 - 201 cm									
*1																				
2																				
3																				
4																				
5																				
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Souvenir Accessories Order

Completion of this form required for purchase (non-rental) items only

Account# _____

School Name _____

Street Address _____

City _____

Province _____ Postal Code _____

School Phone _____

School Fax _____

Ordered By _____

Title _____

Contact Phone _____

Contact Fax _____

Email _____

GRADUATION DATE _____
(required)

PURCHASE ORDER _____

Ship To Address (if different)

Place _____

Attention _____

Address _____

City _____

Province _____ Postal Code _____

Graduation Vee Stoles Quantity

Graduation Vee Stoles available in one, two, or three colours.
Pilgrim Fabric Only

	Vee Stoles			Imprinted Vee Stole		
	Quantity	Colour 1 (at neck)	Colour 2	Colour 3	Quantity	Colour
Colour 1						White Only. Please forward artwork for approval.
Colour 2						White Only. Please forward artwork for approval.
Totals						

Stoles & Cords

Prestige Items			Custom Imprinted Prestige Stoles	
Quantity	Item	Colour	Quantity	Colour
	Honour Stole	Gold Satin Only		White pilgrim fabric only. Please forward artwork for approval.
	Valedictorian Stole	Gold Satin Only		White pilgrim fabric only. Please forward artwork for approval.
	Plain Stoles	Gold Satin Only	Purchase Stoles	
	Honour Cords		Quantity	Colour (available in single colours. In Pilgrim fabric only)

Souvenir Caps & Tassels Quantity

Souvenir Caps		Souvenir Tassels – includes Yeardate Charm				Jumbo Tassels (Solid colours only)	
Quantity	Colour	Quantity	Colour 1	Colour 2	Colour 3	Quantity	Colour
						Yeardate Charms—additional charms only	
						Quantity	Gold Only

Purchase Packages Student Quantity Gown Colour 1. _____ 2. _____

	Souvenir Gown & Caps		Souvenir Tassels – includes Yeardate Charm		
	Quantity	Colour	Colour 1	Colour 2	Colour 3
Colour 1					
Colour 2					
Totals					

Signature _____

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