

ORDER FORM GRADUATION ANNOUNCEMENTS AND ACCESSORIES



Please use a ballpoint pen and press firmly. Use upper and lowercase letters as appropriate. Formal name is used for Name Cards, Personalized Note Cards, Mini Diplomas and Return Address Labels.

1. FILL OUT YOUR STUDENT CONTACT INFORMATION

PRINT FORMAL NAME BELOW (FIRST, MIDDLE, LAST in upper and lowercase letters)

Make sure to skip spaces between first, middle, and last name.

MALE FEMALE

28874934

MAILING ADDRESS

APT. #

CITY

STATE

ZIP

AREA CODE

PARENT'S CELL PHONE

SCHOOL NAME

AREA CODE

STUDENT'S CELL PHONE

PARENT'S EMAIL ADDRESS (IMPORTANT)

ORDER DATE (MM/DD/YY)

Only a down payment is due for any "Grad Pack"

If you only order from Section #3, you must pay in full at the time of order

2. CHOOSE YOUR GRAD PACK

ENTER GRAD PACK PRICE \$

Deluxe Includes Graduation Fee 330.38

Save up to \$34.50! Free "Pic 2" Item

- 1 Free "Pic 2" Item: _____ Size: _____ (if needed)
- 25 Official School Announcements (order more on line 1 at right)
- 50 Name Cards or Deluxe Name Cards (add \$7 to Pack Price)
- 60 Return Address Labels
- 25 Envelope Seals
- 25 Deluxe Inner Envelopes- special Foil that will match your Annoct
- 25 Thank You Notes White/Gold White/Silver Ivory/Gold
- Pic2 *Hoodie *Long Sleeve T *Jersey *Senior T *Jogger pants *Sweatpants *Shorts *iBeanie *Charm necklace *Blanket *Our Big EX17" Tank _____//_____
- 1 Silvertone Key Ring DLVD
- 1 Senior 2017 Tumbler OR "Senior Life" Mug DLVD
- 1ea "We Run 17is" Sunglasses AND Seniors Croakie DLVD
- 1 "Go!ng Go7ng We Gone!" Koozie DLVD
- 1 Class of 17 Spirit Socks DLVD
- 1 Souvenir Tassel DLVD
- 1 Senior '17 Bling DLVD
- 1 Graduation Fee- Please provide: _____
- Height: _____ Weight: _____

Basic Includes Graduation Fee 272.13

Save up to \$12.00! Free Souvenir Tassel

- 1 Free Souvenir Tassel DLVD
- 5 Official School Announcements (order more on line 1 at right)
- 50 Name Cards or Deluxe Name Cards (add \$7 to Pack Price)
- 25 Envelope Seals
- 25 Deluxe Inner Envelopes- special Foil that will match your Annoct
- 25 Thank You Notes White/Gold White/Silver Ivory/Gold
- Pic1 *Hoodie *Long Sleeve T *Jersey *Senior T *Jogger pants *Sweatpants *Shorts *iBeanie *Charm necklace *Blanket *Our Big EX17" Tank _____//_____
- 1 Silvertone Key Ring DLVD
- 1 Senior 2017 Tumbler OR "Senior Life" Mug DLVD
- 1ea "We Run 17is" Sunglasses AND Seniors Croakie DLVD
- 1 "Go!ng Go7ng We Gone!" Koozie DLVD
- 1 Class of 17 Spirit Socks DLVD
- 1 Senior '17 Bling DLVD
- 1 Graduation Fee- Please provide: _____
- Height: _____ Weight: _____

Spirit 2 Includes Graduation Fee 260.50

Save up to \$12.00! Free Souvenir Tassel

- 1 Free Souvenir Tassel DLVD
- 5 Official School Announcements (order more on line 1 at right)
- Pic3 *Hoodie *Long Sleeve T *Jersey *Senior T *Jogger pants *Sweatpants *Shorts *iBeanie *Charm necklace *Blanket *Our Big EX17" Tank _____//_____
- 1 Silvertone Key Ring DLVD
- 1 Senior 2017 Tumbler OR "Senior Life" Mug DLVD
- 1 "We Run 17is" Sunglasses DLVD
- 1 Seniors Croakie DLVD
- 1 "Go!ng Go7ng We Gone!" Koozie DLVD
- 1 Class of 17 Spirit Socks DLVD
- 1 Senior '17 Bling DLVD
- 1 Graduation Fee- Please provide: _____
- Height: _____ Weight: _____

Spirit Includes Graduation Fee 223.25

Save up to \$12.00! Free Souvenir Tassel

- 1 Free Souvenir Tassel DLVD
- Pic2 *Hoodie *Long Sleeve T *Jersey *Senior T *Jogger pants *Sweatpants *Shorts *iBeanie *Charm necklace *Blanket *Our Big EX17" Tank _____//_____
- 1 Silvertone Key Ring DLVD
- 1 Senior 2017 Tumbler OR "Senior Life" Mug DLVD
- 1ea "We Run 17is" Sunglasses AND Seniors Croakie DLVD
- 1 "Go!ng Go7ng We Gone!" Koozie DLVD
- 1 Class of 17 Spirit Socks DLVD
- 1 Senior '17 Bling DLVD
- 1 Graduation Fee- Please provide: _____
- Height: _____ Weight: _____
- DLVD = Item delivered on order day * = Shipped to school in 3-6 weeks
- ADD EXTRA ITEMS TO PACKS ON RIGHT SIDE OF FORM

3. SUPPLEMENT OR ITEMIZE YOUR ORDER

QTY PRICE

	QTY	PRICE
Official Graduation Announcements (includes matching inner and outer envelopes) 1 \$0.95 each <input type="checkbox"/> 25 \$23.75 <input type="checkbox"/> 50 \$47.50 <input type="checkbox"/> 75 \$71.25 <input type="checkbox"/> 100 \$95.00 <input type="checkbox"/> Other (Your name is not included in announcement. Select and continue to line 2 or 3 to order name cards.)		\$
46 Get everything you need for graduation by ordering a package to the left!		\$
47 DVLD - Item delivered on order day (included in each package) * = Ships to school in 3-5 weeks		\$
2 Name Cards: <input type="checkbox"/> Regular 50 \$22.00 <input type="checkbox"/> Deluxe 50 \$29.00 <input type="checkbox"/> Regular 100 \$28.00 <input type="checkbox"/> Deluxe 100 \$35.00 <input type="checkbox"/> Regular 150 \$34.00 <input type="checkbox"/> Deluxe 150 \$41.00	3	\$
4 Announcement Tissue Inserts (25/pk)		\$8.50
5 Envelope Seals (25/pk)		\$9.50
6 Return Address Labels (60/pk) Use on announcements and Thank You Notes		\$11.75
7 Deluxe Inner Envelopes (10/pk)		\$6.25
8 Party Invitations (10/pk) <input type="checkbox"/> White <input type="checkbox"/> Ivory		\$7.50
9 Personalized Thank You Notes (25/pk) <input type="checkbox"/> White <input type="checkbox"/> Ivory		\$21.00
[] Additional Box		\$8.00
10 Thank You Notes (25/pk) <input type="checkbox"/> White/Gold <input type="checkbox"/> White/Silver <input type="checkbox"/> Ivory/Gold		\$12.50
11 QR Code Stickers w/ Insert Cards (25/pk)		\$15.75
12 2017 Hoodie <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL <input type="checkbox"/> XXL		* \$32.50
13 2017 Long-Sleeved Tee <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL <input type="checkbox"/> XXL		* \$32.50
14 2017 Jersey Long Sleeved Tee <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL <input type="checkbox"/> XXL		* \$34.50
15 2017 Seniors T-Shirt <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL <input type="checkbox"/> XXL		* \$23.50
16 2017 Jogger Pants <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL <input type="checkbox"/> XXL		* \$34.50
17 2017 Sweatpants <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL <input type="checkbox"/> XXL		* \$32.50
18 2017 Athletic Shorts <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL <input type="checkbox"/> XXL		* \$23.50
19 2017 Seniors iBeanie with Built-in Speakers		* \$32.50
20 2017 Seniors Backpack		* \$13.75
21 Sr. Achievement Pendant Necklace <input type="checkbox"/> Silvertone OR <input type="checkbox"/> Goldtone		\$34.50
22 2017 Charm Necklace		* \$32.50
23 2017 Silvertone Bracelet		* \$23.50
24 2017 Silvertone Key Ring DLVD <input type="checkbox"/>		\$13.75
25 17 School Color Key Ring		\$23.50
26 Class of 2017 Towel		* \$23.50
27 Class of 2017 Fleece Blanket		* \$32.50
28 Portable Power Bank		* \$23.50
29 2017 Smart Pocket		* \$12.50
30 Deluxe Appreciation Gift		\$24.75
31 Announcement & Photo Keepsake		\$13.75
32 Picture Name Card Portfolio		* \$13.75
33 Personalized Nameplate (Fill in Informal Name below)		\$10.50
34 Remember the Adventure Memory Book		* \$34.50
35 Lasting Impressions Memory Book		* \$34.50
36 Seniors Decal (2/pk)		* \$10.50
37 <input type="checkbox"/> Souvenir Tassel \$12.00 <input type="checkbox"/> '17 Bling \$12.00 <input type="checkbox"/> Both \$24.00 DLVD <input type="checkbox"/>		
38 Graduation Fee (included in all Packs) Height: _____ Weight: _____		\$60
39 <input type="checkbox"/> Senior 2017 Tumbler OR <input type="checkbox"/> "Senior Life" Mug DLVD <input type="checkbox"/>		\$20.00
40 <input type="checkbox"/> "We Run 17is" Sunglasses \$12.50 <input type="checkbox"/> SENIORS Croakie \$12.50 <input type="checkbox"/> Both \$25.00 DLVD <input type="checkbox"/>		
41 "Our Big EX17" Tank Top Size: _____ // <input type="checkbox"/> Lagoon Blue OR <input type="checkbox"/> Neon Pink		\$23.50
42 "Go!ng Go7ng We Gone!" Koozie DLVD <input type="checkbox"/>		\$7.50
43 Class of 17 Spirit Socks DLVD <input type="checkbox"/>		\$16.00
44 LATE ORDER FEE MUST TO BE ADDED TO ALL ORDERS MAILED IN AFTER IN-SCHOOL ORDER DATE		
45 <input type="checkbox"/> after order date - Feb 5th \$10.00 <input type="checkbox"/> Feb 6th - March 5th \$25.00 <input type="checkbox"/> March 6th - May 1st \$50.00		

ENTER YOUR PAYMENT INFORMATION

ACCOUNT NUMBER _____ EXPIRATION DATE _____

VISA MC AMEX DISCOVER

PRINT CARDHOLDER'S NAME _____

CARDHOLDER'S BILLING ADDRESS (If cardholder's billing address is different from above student's address, fill out information below.)

 CITY _____ STATE _____ ZIP CODE _____

CARDHOLDER'S SIGNATURE _____
 CARDHOLDER AGREES PAYMENT MAY BE CHARGED BEFORE GOODS ARE DELIVERED.

OFFICE USE ONLY

DEPOSIT	\$
FULLY PREPAID	\$
CASH	\$
CHECK	\$
CHECK NUMBER	#
WIRE APPROVAL	#

MAIL LATE ORDERS TO: BALFOUR CO
 2050 Canary Drive Auburn, AL 36830
 Remember to add fees on line 45
 334-821-0613 rqparker@earthlink.net
 THIS FORM IS VALID THROUGH MARCH 5
 CALL FOR GRAD FEE AFTER MAY 1

4. TOTAL

PRODUCT TOTAL	\$
	\$
	\$
	\$
PACKAGE & HANDLING	\$ 15.00
SUBTOTAL	\$
Use <u>9</u> % on SUBTOTAL amount Sales Tax	\$
TOTAL	\$
TOTAL	\$
cash, deb/c card, money order only AMOUNT PAID	\$
REMAINING BALANCE	\$



COMPANY TO CHARGE SALES OFFICE TO CHARGE

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ORDER ENTRY

CUSTOMER RECEIPT

ALL ORDERS WILL BE AUDITED AND ERRORS CORRECTED.

Thank You and Congratulations from

balfour®

Balfour is dedicated to providing the highest level of workmanship to achieve total satisfaction for each customer. We offer products that are superior in quality by bringing even the smallest details of your school design alive on each announcement and diploma.

Most importantly, your Balfour sales representative will be available to service your senior class needs and answer any questions you may have concerning your announcement design and graduation accessories.

Graduation Etiquette

Official Graduation Announcements are sent to family and friends who have a personal interest in your graduation to inform them of this milestone in your life. Prepare a mailing list well in advance so that you will be sure to order sufficient quantities of Official Graduation Announcements, Name Cards and accessories.

1. Official Graduation Announcements are accompanied by an outer envelope (gummed) and an inner envelope.
2. The outer envelope should be addressed in black ink. Be sure to formally address recipients (Example: Uncle Bob and Aunt Caroline should be addressed as Mr. and Mrs. Bob Smith. If children are included: Mr. and Mrs. Bob Smith and Family). Be sure to use complete addresses with no abbreviations.
3. The inner envelope should be addressed with only the name(s) of the person(s) to whom it is sent in the form you would use in conversation (example: Uncle Bob and Aunt Caroline, or Tom and Helen, or Grandmother and Grandfather). If children are included, list them by name on the inner envelope only (example: Uncle Bob, Aunt Caroline, Susan, and Jason).
4. Your Name Card, identifying you as the graduate, should be placed in the slots inside your Official Graduation Announcement. If slots are not provided, place the Name Card in the fold with your name facing away from the text. Depending on your school, you should also include a ticket to your graduation ceremony.
5. Place the Official Graduation Announcement inside the inner envelope with the folded edge down and the front facing the envelope flap. Do not tuck the flap inside the envelope. Use an envelope seal to seal your inner envelope.
6. Insert the inner envelope into the outer envelope with the sealed flap facing the address side of the outer envelope. Seal the outer envelope and add an envelope seal as a finishing touch.
7. Your return address label should be placed in the upper left corner of the outer envelope. Mail first class. Official Graduation Announcements should be mailed to arrive two weeks prior to commencement.

The same etiquette should be followed when addressing your Graduation Party Invitations and Thank You Notes. Be sure to send Thank You Notes as soon as possible to anyone who sends a graduation gift.

The buyer may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction.

ADDITIONAL INSTRUCTIONS INCLUDED IN YOUR INFORMATION PACKET.

1. **FILL OUT YOUR STUDENT CONTACT INFORMATION**
Print your name exactly as it is to appear on your name card. Use upper and lower case letters as appropriate with one letter per box. Example: Christopher Allen McDonald or Mary Beth Smith.
• Be sure to include a valid email address and cell phone number so that Balfour can contact you in case there are any questions regarding your order.
2. **CHOOSE YOUR GRAD PACK**
Check the box or boxes for the Grad Packs you are ordering. Remember that Grad Packs are the easiest way to order and the best value. Enter your Grad Pack price in the space provided.
3. **SUPPLEMENT or ITEMIZE YOUR ORDER**
Then add to your Grad Pack or order items individually by selecting the quantity for each item and entering the price in the price column.
• **ADD NAME CARDS TO YOUR GRAD PACK**
Make sure you have enough for all your graduation needs by adding name cards to your Grad Pack. Enter the additional Name Card Price in the space provided.
4. **TOTAL AND ENTER YOUR PAYMENT INFORMATION**
Total all merchandise ordered and enter Product Total, add Package & Handling and enter Sub Total. Add the appropriate Sales Tax for your locality and enter Total. Subtract Amount Paid and enter Remaining Balance. If paying by credit card, please enter your credit card information.

READ THIS BEFORE FILLING OUT YOUR FORM

ORDERING INFORMATION

- PLEASE TURN IN THE ENCLOSED FORM ON THE ANNOUNCED IN-SCHOOL ORDERING DATE WITH REQUIRED PAYMENT TO ASSURE ALL ITEMS ARE DELIVERED ON TIME WITH THE REST OF YOUR CLASS.
- A LATE FEE MUST BE ADDED TO ANY ORDER MAILED INTO OUR OFFICE AFTER IN-SCHOOL ORDERING DATE - See line 45 for late fee on orders sent in between in-school date and May 1st. You can order graduation items (announcements, T-Shirts, graduation fee, etc.) as late as March 5th. After March 5th, the *only* item that can be ordered is the graduation fee (where applicable).
- A FULL REFUND WILL BE GIVEN TO ANY STUDENT THAT NOTIFIES OUR OFFICE THAT YOU WILL NOT BE ABLE TO GRADUATE AS EXPECTED (LESS ANY PRE-DELIVERED ITEMS). NOTIFY US IN WRITING NO LATER THAN FEBRUARY 1, 2017 FOR GRADUATION ITEMS REFUND REQUEST AND MAY 15, 2017 FOR GRADUATION FEE (ONLY) REFUND REQUEST.
- PLEASE NOTE THAT YOUR CAP AND GOWN CANNOT BE RELEASED UNTIL ALL MONIES OWED BALFOUR AND/OR YOUR SCHOOL ARE PAID IN FULL. YOU WILL NOT BE ALLOWED TO PARTICIPATE IN GRADUATION UNTIL YOUR ENTIRE FINANCIAL OBLIGATION IS MET.

PAYMENT DUE ON ORDERING DAY:

If you order the *Spirit Package* – bring minimum of \$80.00

If you order the *Spirit 2 Package* – bring minimum of \$100.00

If you order the *Basic Package* – bring minimum of \$125.00

If you order the *Deluxe Package* – bring minimum of \$150.00

If your order is not a package – bring payment in full.

↳ If you only order individual items

These are the down payment options for ordering on Oct. 4th. If you only order items from section #3 and do not order a package, the entire total must be paid in full.

YOU CAN PAY MORE THAN THE MINIMUM IF YOU CHOOSE TO DO SO. ANY BALANCE LEFT TO BE PAID WILL BE COLLECTED IN MARCH, 2017 AT SCHOOL.

Payment methods accepted at in-school ordering:

- Cash
- Money Order
- Debit/Credit Card – fill out card information on form at bottom left.

No personal checks will be accepted.

Monthly/partial payments of money orders or checks can be sent to our office in Auburn. Please put student FIRST and LAST name, school name and words "SENIOR PAYMENT" in envelope with payment. Checks accepted for monthly/partial payments until February 15th. Mail payments to:

Balfour Company
2050 Canary Drive
Auburn, AL 36830

You can also call our office at 334-821-0613 to make a payment with a debit/credit card prior to delivery. Checks cannot be used for initial or final delivery payment.

Scan this QR Code
bal4.tv/mt268ymr



balfour
balfour.com



ORDER NOW!

Official Graduation Announcement and Accessories

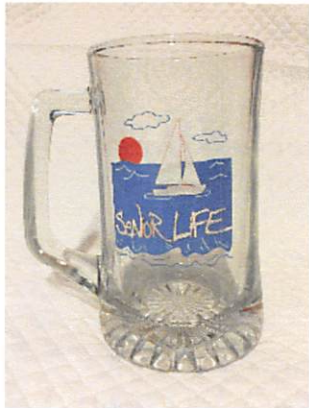
F A Q's

- **When and where do I place my order?** Orders will be taken at the school on the announced date and time.
- **How much do I need to pay?** Payment needed is based on which package you order. Enclosed is a separate sheet with the listed amount you'll need to have based on which package you order. **If you do not order a package you must pay in full.**
- **Do I have to pay more than the listed minimum deposit if I order additional items?** No, the deposit listed will cover your complete order even if you order more items in addition to your selected package.
- **What payment methods are accepted?** You can pay by cash, money order, debit card or credit card. Personal checks CANNOT be used for payment at ordering or delivery in March.
- **Is there a late fee for ordering after the in-school date?** Yes, a late fee must be added to any mail-in order. See line 45 for late fees on orders sent in between in-school date and May 1st. You can order graduation items (announcements, t-shirts, graduation fee, etc.) as late as March 5th. After March 5th, the *only* item that can be ordered is the graduation fee (where applicable).
- **Do I add the \$15.00 Package and Handling Fee?** Yes, regardless of the items you order, the \$15.00 P&H fee must be added to get your "Sub Total" amount.
- **Do prices include Sales Tax?** No, you must add your local sales tax to the "SUB TOTAL" amount you get on your order form.
- **What are Pic 3/2/1 items?** If you are ordering a package you will have the opportunity to pick (pic) any items listed as options within the package. When you fill out your order form please specify which items you are selecting and which size you would like (if needed). If you are choosing the tank top, please list either B for Lagoon Blue or P for Neon Pink and the size you would like.
- **When will I receive my order?** Any item(s) ordered with "DLVD" beside it will be handed out at the school on ordering day; any clothing or jewelry item(s) ordered will ship to the school 6 to 8 weeks after in-school order date; all other items (cap and gown, announcements, name cards etc.) will be handed out in the spring.
- **When will I receive my items if I have to order late?** If you are unable to order at school, your items will likely be sent to you later than the class order. Items marked "DLVD" will be sent within 1 week of receipt of the order; clothing and jewelry items will ship in 8 to 10 weeks of receipt; all other items will ship for receipt no later than 6 weeks before graduation. Remember, orders for announcements, name cards, hoodies, jewelry etc. can be sent in as late as March 5th only.
- **What if I'm not sure about my graduation status? Should I still order?** Absolutely **Yes!** We refund all money paid (less items received) for graduation items (announcements, name cards, graduation fee etc.) if our office is notified in writing by February 1st. You can cancel your graduation fee and get a complete refund on it if you notify us in writing no later than May 15th.
- **Do I have to order the graduation fee? Yes!** For your convenience the graduation fee is included in all four packages. If you plan to walk at graduation with the rest of your class and receive a diploma and a diploma cover you must pay the **full amount** of the graduation fee. This fee will include your cap and gown, class of 2017 tassel, diploma, and diploma cover.

Save up to \$34.50 by selecting a Grad Pack!

Senior Sensations!

CLASS OF 2017



"SENIOR LIFE"
Jumbo Senior Mug
Available in all Packs
and on line 39
Delivered at school on order day



"SENIORS 2017"
TUMBLER
Available in all Packs
and on line 39
Delivered at school on order day



"WE RUN 17IS"
SUNGLASSES
Comes in all packs
and on line 40
Delivered at school on order day



"SENIORS"
CROAKIE
Comes in all Packs
and on line 40
Delivered at school on order day



SOUVENIR TASSEL
AND '17 BLING
Comes in all packs
and on line 37
Delivered at school on order day



"GOING GO7NG WE GONE"
KOOZIE
Comes in all packs
and on line 42
Delivered at school on order day



"CLASS OF 17"
SPIRIT SOCKS
Comes in all Packs
and on line 43
Delivered at school on order day



Lagoon Blue

"OUR BIG EX17"
TANK TOP
Available in all Packs and on line 41
SIZES: S - XXL
Indicate Size and Color on Order Form
Ships to school in 3 - 6 weeks



Neon Pink

DUE TO THE UNIQUE NATURE OF THE ITEMS PICTURED, THEY ARE AVAILABLE ONLY WHILE SUPPLIES LAST