



4 Easy Ways to Contact Us
 Online: www.valleytrophiesweslaco.com
 Phone: (956) 968-6510
 Fax: (956) 973-2804
 Email: info@valleytrophiesweslaco.com

Order Form



Graduation Gown Form

PLEASE MAKE SURE TO FILL OUT ALL REQUIRED FIELDS. IF ANY DELIVERY OR ADDRESS INFORMATION IS MISSING IT WILL PREVENT YOUR ORDER FROM BEING PROCESSED. PLEASE REVIEW YOUR ORDER CAREFULLY. AFTER FILLING OUT THIS FORM, PLEASE FAX THE FORM OR MAIL IT BACK TO US. YOUR ORDER WILL BE PROCESSED AND AN ORDER CONFIRMATION WILL BE EMAILED TO YOU. IF YOU DO NOT RECEIVE AN ORDER CONFIRMATION WITHIN 24 HOURS PLEASE CALL TO MAKE SURE YOUR ORDER WAS RECEIVED. SHIPPING AND PROCESS CHARGES WILL BE ADDED ONTO YOUR ORDER AT TIME OF PROCESSING.

NOTE: WE DO NOT SHIP TO PO BOXES OR APO'S. ALL ORDERS ARE SHIPPED VIA FEDEX.

ENTER CONTACT INFORMATION

Organization Name

Organization Type
i.e. Elementary, High, Etc...

Contact Name

Street Address

City State Zip

Email Address
(Required for Order Confirmations & Shipping Updates)

Telephone # Fax #

ENTER DELIVERY INFORMATION

PROCESSING TIME*

5 Day - Standard 3 Day - Expedited
*PROCESSING TIME IS BASED UPON INVENTORY AVAILABILITY

SHIPPING METHOD

FedEx Ground FedEx Two-Day
 FedEx Overnight FedEx Intl Economy

IMPORTANT DATES

Requested Delivery Date Month Day Year

Graduation Ceremony Date Month Day Year

TIMING IS EVERYTHING... PROCESSING TIME + SHIPPING DURATION = DELIVERY TIME

ENTER PACKAGE INFORMATION

PACKAGE TYPE

Gown Only Cap Only
 Cap, Gown, & Tassel
 Cap & Tassel

FABRIC TYPE

Shiny Matte Enviro

TASSEL COLOR

Color 1:

Color 2:
(Add \$2 for 2-Color Tassels)

SIGNET YEAR

2014

FABRIC COLOR*

Black Maroon
 Pink Emerald
 Navy Forest
 Purple Gold
 Royal Orange
 Red White
 Sky Silver

*Check only one, If ordering two separate colors, please fill out two separate order forms. Recycled is available in Black Only.

ENTER STANDARD SIZE DETAILS

ORDER STANDARD GOWN SIZES BELOW

Size	To fit Height	Weight Under	Qty
21	2'6" - 2'9"	70 LBS	<input type="text"/>
24	2'10" - 3'1"	70 LBS	<input type="text"/>
27	3'2" - 3-5"	100 LBS	<input type="text"/>
30	3'6" - 3'9"	100 LBS	<input type="text"/>
33	3'10" - 4'1"	100 LBS	<input type="text"/>
36	4'2" - 4'5"	130 LBS	<input type="text"/>
39	4'6" - 4'8"	180 LBS	<input type="text"/>
42	4'9" - 4'11"	180 LBS	<input type="text"/>
45	5'0" - 5'2"	180 LBS	<input type="text"/>
48	5'3" - 5'5"	180 LBS	<input type="text"/>
51	5'6" - 5'8"	270 LBS	<input type="text"/>
54	5'9" - 5'11"	270 LBS	<input type="text"/>
57	6'0" - 6'2"	270 LBS	<input type="text"/>
60	6'3" - 6'5"	330 LBS	<input type="text"/>
63	6'6" - 6'8"	330 LBS	<input type="text"/>
66	6'9" - 6'11"	330 LBS	<input type="text"/>

Total Standard Quantity:

ENTER CAP SIZES*

*FOR CAP ONLY OR CAP & TASSEL ORDERS ONLY

Size Qty

Child

Adult

Total Caps:

ENTER FULL-FIT SIZE DETAILS

ORDER FULL-FIT GOWN SIZES BELOW PLUS SIZES ARE ONLY AVAILABLE IN SIZES 45, 48, 54, 57, & 63

Size	Weight Over	Qty
45	180 LBS	<input type="text"/>
48	180 LBS	<input type="text"/>
51	X	X
54	270 LBS	<input type="text"/>
57	270 LBS	<input type="text"/>
60	X	X
63	330 LBS	<input type="text"/>
66	X	X

Total Full-Fit:

PAYMENT INFORMATION

NO ORDER WILL SHIP WITHOUT PRE-PAYMENT
 (Official Purchase Orders Are ONLY Accepted from Public Schools)

ACCOUNTS PAYABLE CONTACT

AP Contact:

AP Email:

AP Phone:

SELECT YOUR PAYMENT METHOD

Credit Card Purchase Order Wire Transfer
 Mail Check Fax Check Money Order

ADDITIONAL INFORMATION

Salesperson:

Estimate #:

Discount Code:

CREDIT CARD INFORMATION

AmEx Visa
 Discover MC

Credit Card Number:

Expiration Date: CVV Code: Billing Zip:

Signature Authorization:

Your card will be authorized at time of order placement and charged upon shipment