



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 Accessory Form

PLEASE REVIEW YOUR ORDER CAREFULLY. AFTER FILLING THIS OUT FAX OR EMAIL THE FORM BACK TO US. ONCE RECEIVED YOUR ORDER WILL BE PROCESSED AND AN ORDER CONFIRMATION WILL BE EMAILED TO YOU. SHIPPING & PROCESSING CHARGES WILL BE ADDED TO THE CONFIRMATION. FILL OUT ONLY THE AREAS THAT PERTAIN TO ITEMS YOU WISH TO ORDER.

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

Step 1 - CONTACT INFORMATION

Organization Name

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

Contact Name

Street address

City State Zip

Email Address

Telephone # Fax #

Step 2 - DELIVERY INFORMATION

PROCESSING TIME

5 Day - Standard
 3 Day - Rush
 1 Day - Hot
 Same Day - Red Hot

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 + SHIPPING = DELIVERY TIME

Step 3 - PAYMENT INFORMATION No order will ship without payment confirmation

PAYMENT MODE

Credit Card Purchase Order Wire Transfer
 Mail Check Fax Check MoneyOrder

CREDIT CARD INFORMATION

AmEx Visa Discover MC

Credit Card Number CVV Code:

Signature Authorization: Billing Zip:

Your card will be authorized at time of order placement and charged upon shipment. Exp Date:

SALESPERSON INFORMATION

Salesperson Promotional Code

Estimate #

Step 4 - ENTER STOCK DIPLOMA COVER INFORMATION

SELECT COLOR

Black Navy Maroon Forest Royal

SELECT SIZE

8.5 x 11 8 x 10 7 x 9 6 x 8

SELECT IMPRINT

No Imprint Diploma of Graduation

ENTER QUANTITY:

Step 5 - ENTER STOLE INFORMATION

SELECT PLAIN STOLE COLOR

Emerald Green Forest Green Royal Blue Sky Blue Navy Blue Turquoise Maroon Orange

Black Purple Red Gold Silver Pink White

SELECT IMPRINTED STOLE OPTION*

Valedictorian Salutatorian Honor Class of 2014 Graduate (Adult Version) Graduate (Child Version)

SELECT IMPRINT TYPE

Screen-Printed Embroidered

SELECT SIZE

Child Adult

*GOLD STOLES ONLY

ENTER QUANTITY:

Step 6 - ENTER MEDAL INFORMATION (All ribbons are yellow)

SELECT YOUTH MEDAL

Valedictorian Salutatorian Honor Graduate

SELECT CHILD MEDAL

Graduate Kindergarten Graduate Pre-K Graduate

ENTER QUANTITY:

Step 7 - ENTER CORD INFORMATION

SINGLE CORD OPTIONS

Color:

ENTER QUANTITY:

DOUBLE CORD OPTIONS

Color 1: Color 2:

ENTER QUANTITY:

Cords are available in the same color options as plain stoles above

Step 8 - ENTER TASSEL INFORMATION

SELECT TASSEL COLOR (IF TWO COLOR SELECT BOTH DESIRED COLORS)

Sky Blue Emerald Green Forest Green Royal Blue Navy Blue Turquoise Maroon Orange Gold Red Purple Black Silver Pink White Old Gold

SELECT SIZE

Child - 7 Inch Adult - 9 Inch

SELECT YEAR

2014

SELECT SIGNET

Gold (Standard No Charge)
 Silver (Extra \$1 Per Tassel)
 Bling (Extra \$2 Per Tassel)

ENTER QUANTITY:

Step 9 - ENTER STOCK DIPLOMA/CERTIFICATE INFORMATION

SELECT TYPE

Stock Plain Stock Thermographed Kindergarten Recognition Achievement Excellence Pre-School Head Start Participation Pre-Kindergarten

ENTER QUANTITY: