###  REGALIA ORDER FORM Vers 1 - May 2018

**Graduand** **: Ceremony/Location: Date:**

|  |  |  |  |
| --- | --- | --- | --- |
| Family Name: *Large upper case please* |  First Names |  |  Massey ID Number |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Address (Street, not a P O Box) City |  | Email |  | Phone: Mobile preferred |
|  |  |  |  |  |
|  |  |  |  |  |
| Degree, Diploma or Certificateto be awarded: |  e.g. BBS | Please enter any prior degree and the university here: | e.g. BA India |
|  |
|  |  |
|  |  |  |  |

**University Staff:**

|  |  |  |  |
| --- | --- | --- | --- |
| Family Name: *Large upper case please* |  First Names |  |  Purchase Order Number |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Department  |  | Email |  | Phone: Mobile preferred |
|  |  |  |  |  |
|  |  |  |  |  |
| Qualification |  | Colours |  |
|  |
| University |  | Administrators Name |  |
|  |  |
|  |  |  |  |
| **Items ordered:**  | Hire Fee | **Amount to Pay** |
| **Hood** *Please state degree* *(and the university if not Massey)* |  e.g.BSc  | $20.00 |  |
|  |  |  |  |
| **Stole** Worn by Massey diplomates only State full height in cm  |  cm | $20.00 |  |
|  |  |  |  |
| **Gown**  *State full height in cm  (top of head to floor)* |  cm | $40.00 | $40.00 |
|  |  |  |  |
| **Hat** *(Trencher or bonnet)**State head circumference in cm*  |  cm | $20.00 |  |
|  |  |  |  |
|  | unpaid orders are not accepted **Total Hire Cost :** **(:**  |  |
|  |
|  |
| **Please select a Payment Method:** |
|  **Cheque**: Tick Here: ( Make cheques payable to *Academic Dress Hire* ) |  | **Cash** / **EFTPOS**):Tick here: only at our premises prior to closing date March) |  |
| **Visa/MasterCard**:  |
| Cardholder name: |  | Amount to debit: |  | Cardholder signature: |  |
| Card Number: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Expiry Date / CSV:  |  |
|  |  |