



RETURN FOR CREDIT FORM

(MUST BE SENT WITH CAPS AND GOWNS)

SCHOOL NAME _____

ADDRESS _____

NUMBER OF CARTONS RETURNED: _____

METHOD OF SHIPMENT _____ DATE OF SHIPMENT _____

UNUSED REGALIA RETURNED FOR CREDIT:

QTY	ITEM DESCRIPTION	PRICE	EXTENSION
	Cap/Gown/Tassel unit		
	extra caps		
	extra gowns		
	extra tassels		

TOTAL: \$ _____

Please refer to your Service Agreement or price list for Restocking Charge.

Souvenir hoods may NOT be returned for credit. No credit allowed on unused Faculty rental regalia.

Please complete and enclose this form with the merchandise you are returning to:
3812 Blue Ridge Dr.
Roanoke, VA 24018

If possible, also fax a copy to 540/387-2034.