

Dear Senior Class,

Welcome to senior year! Though it may seem like graduation is a long way away, preparation for the big day starts now. As your school's official graduation provider, I want to make sure that every senior can celebrate their achievements in their own special way. The graduation process starts with these three easy steps!

1. Provide your contact and sizing information by clicking [here](#). This information will ensure your gown fits appropriately, and that we can contact you and your family about any critical graduation information throughout the year. Please note providing this information does NOT constitute as placing an order. See step 3 for more info on ordering!

2. Check out our digital catalogs [here](#). Herff Jones provides a variety of products that are guaranteed to meet your needs for the celebration.

3. Place your order [here](#). Your school's

official announcements, gowns, and rings can only be purchased at this link. Don't wait, order now!

Additional information, including a copy of the paper order form, is included in this email. For ordering assistance or questions, please contact customer service at 866.238.5336 or visit www.herffjones.com. Office hours by appointment only, please contact 408.371.0600 to schedule.

Congratulations Class of 2021. I look forward to celebrating with you this Spring!

Sincerely,



Michael Manning
Manning Achievement Products
Herff Jones



1

Provide
us your
contact
info

2

Select
your
package

3

Cap &
Gown
Grad
Packs

4

Add To
Your
Package

6

Payment
info

STEP #1: CONTACT INFORMATION (PLEASE PRINT CLEARLY and use Upper and Lower case)

Date: ____/____/____

SCHOOL: _____

STUDENT FORMAL FIRST NAME

MIDDLE NAME

LAST NAME

Namecards, return address labels and diploma plaques will be ordered EXACTLY as written. Please PRINT CLEARLY and use proper upper and lower case.

STUDENT EMAIL: _____ STUDENT CELL: ()

Order information, delivery dates & invoices are sent via email/text. Accurate parent/student email/cell required.

PARENT EMAIL: _____ PARENT CELL: ()

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

MEASUREMENTS HEIGHT _____ WEIGHT _____ CAP SIZE _____ RING SIZE _____

Manning Achievement
Products
representing HERFF JONES
43038 Christy St
FREMONT CA 94538
866.238.5336 408.371.0600

This form expires after
12/18/2020
Late order pricing begins
1/1/2021

***Download Herff Jones
"Right Size" App**

STEP #2: GRADUATION SIMPLIFIED - SELECT YOUR PACKAGES (*INDICATED ITEMS DELIVERED ON ORDER DAY)

#1 CLASSIC PACKAGE – \$150.00

- 25
- 25
- 25
- 25
- 25
- 60
- 25
- 1
- 1
- 1
- 1
- THANK YOU NOTE COLOR (Please Circle)
- RED BLUE PINK
- GREEN PURPLE SILVER
- GOLD ON WHITE GOLD ON IVORY
- ^^^UPGRADE TO TIE-DYE \$3.00^^^
- CIRCLE A SIZE
- S M L XL XXL

#2 GRADUATE PACKAGE (Most Popular !!) – \$233.00

- 30
- 50
- 25
- 25
- 25
- 60
- 25
- 1
- 1
- 25
- 1
- THANK YOU NOTE COLOR (Please Circle)
- RED BLUE PINK
- GREEN PURPLE SILVER
- GOLD ON WHITE GOLD ON IVORY
- UPGRADE TO PREMIUM HOODIE (ADD \$10.00)
- CIRCLE A SIZE
- S M L XL XXL

#3 SUPERIOR PACKAGE – \$345.00

- 50
- 50
- 50
- 50
- 50
- 60
- 1
- 1
- 1
- 50
- 1
- 1
- 1
- THANK YOU NOTE COLOR (Please Circle)
- RED BLUE PINK
- GREEN PURPLE SILVER
- GOLD ON WHITE GOLD ON IVORY
- UPGRADE TO PREMIUM HOODIE (ADD \$10.00)
- CIRCLE A SIZE
- S M L XL XXL

STEP #3: CAP & GOWN GRAD PACKS

GRAD PACK A

- ^^^SEE FLYER FOR PRICING ^^^
- 1- CAP GOWN TASSEL UNIT
- 1- DIPLOMA PLAQUE
- 1- ICE Tassel *
- 1- Basic Hoodie *
- 1- Metal Keychain *
- *Tie-Dye T-Shirt Add on () Add \$20.00
- *Full Zip Windbreaker Upgrade () Add \$15.00
- *Premium Hoodie Upgrade () Add \$10.00

GRAD PACK B

- ^^^SEE FLYER FOR PRICING ^^^
- 1- CAP GOWN TASSEL UNIT
- 1- *Basic Hoodie (ADD \$10.00 for premium)
- 1- *T-Shirt (ADD \$4.00 for Tie-Dye)
- 1- *POM BEANIE
- 1-* LANYARD
- *Full Zip Windbreaker Upgrade () Add \$15.00
- Size S M L XL XXL

GRAD PACK C

- ^^^SEE FLYER FOR PRICING ^^^
- 1- CAP GOWN TASSEL UNIT
- 1- *Basic Hoodie
- 1- *Metal Keychain
- *ADD ICE tassel \$16
- *ADD STEALTH Tassel \$20.00
- *Full Zip Windbreaker Upgrade () Add \$15.00
- *Premium Hoodie Upgrade () Add \$10.00
- Size S M L XL XXL

GRAD PACK D

- ^^^SEE FLYER FOR PRICING ^^^
- 1- CAP GOWN TASSEL UNIT
- *PLEASE PICK COLOR BELOW
- COLOR CHOICE (if applicable)
- WRITE IN COLOR CHOICE BELOW
-
- *not all schools have choice

#5 TOTAL IT

Package
Total

\$

Upgrades

\$

Add-Ons

\$

STEP #4: ADD ITEMS TO YOUR ORDER

QTY

PRICE

1. Official Graduation Announcements \$1.45 each 30 \$43.50 50 \$72.50 75 \$108.75 100 \$145.00 AN
(Includes Inner and Outer Envelopes) (Your Name is Not Included on Announcements. Order Namecards Below.) Order Other Announcement Quantity here →
2. Graduate Namecards (Uses Formal Name) ○ Pack of 50 \$19.99 ○ Each Add'l Pack of 50 \$6.00 ○ Pack of 25 \$17.99 TR
3. Premium Graduate Namecards, Pack of 50 (Uses Formal Name) Per Pack \$29.99 Each Additional Pack \$8.00 PR
4. Tissue Inserts (25 Per Pack) Per Pack \$9.50 F
5. Class Envelope Seals (25 Per Pack) Per Pack \$9.50 EN
6. Traditional Return Address Labels, Pack of 60 (Uses Formal Name) Per Pack \$14.50 Each Additional Pack \$8.75 R
7. Traditional Party Invitations (25 Per Pack) Per Pack \$14.50 G
8. Traditional Thank You Notes (25 Per Pack) Circle Color Below Per Pack \$14.50 TH
Red Blue Green Purple Silver Gold on White Gold on Ivory

9. Personalized Notecards (50 Per Pack) Circle Style & Font Below Per Pack \$31.00 Each Additional Pack \$17.99 PA
Choose Style: 1 2 3 4 5 Choose Font: Font 1 Font 2 Font 3 Font 4 (Style 1 & 2 Only)
○ Use Formal Name ○ Use Informal Name Print Informal Name Here: _____

10. HJ SmartShare ○ 10 Pack \$10.00 ○ 25 Pack \$24.00

11. Keepsakes ○ Graduate Portfolio (PO) \$32.99 ○ Memory Album (ME) \$31.99 ○ Premium Thank You Gift (PT) \$28.99 ○ DIPLOMA PLAQUE \$34.99 ○

12. Frames & Shadow Boxes ○ Deluxe Frame (SI) \$85.00 ○ Shadow Box 12x16 (SI) \$60.00 ○ Signature Frame (SI) \$25.99 ○ Premium Frame (SI) \$99.00 ○ Shadow Box 16x20 (SI) \$75.00 ○ Cap Topper Kit (EX) \$19.99

13. Class Jewelry Choose Metal Color: ○ Gold-Tone ○ Silver-Tone Choose Style: ○ Class Key Only (A) \$19.99 ○ Key w/18"-20" Adjustable Chain (B21) \$25.99

14. Jewelry ○ Bolo Bracelet (L21) \$25.99 ○ Heart Necklace (N21) \$29.99 ○ Leather Bracelet (O21) \$29.99 ○ Reversible Dog Tag (M21) \$29.99 ○ Spinner Necklace (Q21) \$34.99 ○ Stealth Tassel \$20.00

15. Class of '21 Apparel ○ * 2021 Hoodie Size \$35.00 ○ * 2021 T-Shirt Size \$19.99 ○ Full Zip Windbreaker Size \$49.00 ○ '21 Performance HoodieSize \$44.99 ○ * Tie-Dye T-Shirt Size \$24.00 ○ Jogger Size \$26.00 ○ Striped Long Sleeve Size \$25.00 ○ Parent T-Shirt Size \$19.99 ○ Raglan T-Shirt Size \$25.00 ○ Cozy Sweatshirt Size \$34.99

16. Class of '21 Swag ○ *Metal Keychain \$10.00 ○ * 2021 Lanyard \$7.00 ○ *Pom Beanie \$14.99 ○ 21 Drawstring Bag \$20.00 ○ Tassel Frame \$19.00 ○ Performance Socks \$11.00 ○ Scrunchie \$7.00 ○ * ICE TASSEL \$16.25 ○ *Memory Tassel \$10.00

STEP #6: PAYMENT INFORMATION

Make future payments online at **WWW.HIGHSCHOOL.HERFFJONES.COM**

- Balance Due Payments can be made at
www.highschool.herffjones.com
- Payment in Full or \$80.00 Deposit
- Cap and Gown and Announcement Items will deliver to the School
- ORDER ONLINE 24/7 at www.highschool.herffjones.com
- Call 866-238-5336 for assistance

PAYMENT TYPE: CHECK #: 2523

☐ Cash ☐ M.O. #

Office
use: Auth Cd

Credit Card# - - - Expires: /

Cardholder Name: Billing Zip Code:

Signature: Amount charged: \$

This order is subject to audit. In case of error, the price will be corrected.

REP INITIALS: _____

Senior Essentials Guide

Please note this is NOT an order form. Please order in section 3 on the official order form. Provide size and choose color if applicable. This pricing will expire on the date listed on the form.

All caps and gowns will be delivered in the spring. Students are encouraged to pay attention to announcements throughout the year for exact order and delivery dates. Orders placed in-school will receive any items with an asterik. Online orders will be mailed to the address provided. Additional items available online at herffjones.com.

Did you:

- ☐ Bring this packet home to your family?
- ☐ Order your cap and gown?
- ☐ Order your senior announcements?
- ☐ Visit herffjones.com for rings, senior products, and more?

☐ Package A // \$126⁰⁰

Cap, Gown, & Tassel Unit, Diploma Plaque, Hoodie*, Ice Tassel*, Keychain*



☐ Package B // \$107⁰⁰

Cap, Gown, & Tassel Unit, Hoodie*, T-shirt*, Pom Beanie*, Lanyard*



☐ Package C // \$74⁰⁰

Cap, Gown, & Tassel Unit, Hoodie*, Keychain*



☐ Package D // \$34⁹⁵

Cap, Gown and Tassel Unit



UPGRADES

- ☐ Add on Tie Dye T-Shirt* \$20
- ☐ Add Ice Tassel* \$16
- ☐ Add Stealth Tassel* \$20
- ☐ Upgrade Classic Hoodie to Full Zip Windbreaker* \$15
- ☐ Upgrade Classic Hoodie to Performance Hoodie* \$10



QUESTIONS?

Contact us toll free at **866-238-5336** or by emailing **highschoolcs@herffjones.com**
Order online 24/7 at herffjones.com