

**2009 Academic Regalia Rental Form**  
**Simmons College Bookstore**  
**Phone: 1-617-521-2054 Fax: 1-617-521-3098**  
**Email Address: bkssimmons@bncollege.com**

**FACULTY/STAFF RENTAL FORM**

***Important Note:***

*This form is due back to the bookstore by 6pm on **Wednesday April 15<sup>th</sup>**. Any orders received after this date will be charged a late fee of \$10 from April 16<sup>th</sup> through May 1<sup>st</sup> and \$20 from May 2<sup>nd</sup> through May 14<sup>th</sup>.*

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Please provide your shipping information only if you would like your order shipped. Shipping will be an additional charge of \$6.95 for UPS Ground service. UPS will not ship to PO Boxes.

Street: \_\_\_\_\_ Apt: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Special Instructions: \_\_\_\_\_

Select your rental order from the price list:

**DOCTORAL:**

Tam, Gown, Hood, and Tassel Package	\$82.96
Tam, Gown, and Tassel	\$49.98
8-Corner Velvet Tam Only	\$39.98
Gown Only	\$29.98
Hood Only	\$32.98
Tassel Only (Gold)	\$6.98

**MASTERS:**

Masters Cap, Gown, Hood and Tassel package	\$74.96
Cap Only (black with 4 corners)	\$10.98
Gown Only (black with "winged sleeves")	\$32.98
Hood Only (colors determined by degree)	\$32.98
Tassel Only (black with class year)	\$4.98

Please contact the bookstore if you prefer to purchase your fine quality regalia rather than rent.

Exact wording of your Degree:  
From which College or University:  
City & State:

Height:        Feet        Inches  
Tam size (measure around your head, 1" above your ears):  
Do you need plus size?        Yes        No

Please select your method of payment:  
Visa    Mastercard        AMEX        Discover        Budget #:  
Account Number:        Exp. Date:

Please note that all rental regalia **MUST** be returned to the bookstore by **Saturday May 30<sup>th</sup>**, 2009, or you may incur a late fee. Any questions? Please contact Shalagh Kelly, your bookstore manager at 617-521-2054 or at bkssimmons@bncollege.com.

**Bookstore Use Only**

Date Received: \_\_\_\_\_ Date Ordered: \_\_\_\_\_  
Received By: \_\_\_\_\_ Ordered By: \_\_\_\_\_  
Date Paid: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_