

ORDERING INSTRUCTIONS

Congratulations Class of 2019

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- ▶ Place your order online before February 1st to take advantage of group discount pricing.
- ▶ Paper order forms will be available and accepted at our Garland office until Feb. 1st.



After Feb. 1st, all orders must be placed online at www.balfour.com
Be advised that some items may no longer be available.

1. CHOOSE YOUR GRAD PACK

BASIC PACK \$170

- 25 Grad Announcements w/ imprinted student name
- Cap & Gown Unit
- Diploma Frame
- Souvenir Tassel w/ year date
- Miniature Diploma
- 2019 Silvertone Key Ring

ESSENTIAL PACK \$213

- Everything in Basic Pack +
- 25 Announcement Tissue Inserts
- 2019 T-shirt

DELUXE PACK \$253

- Everything in Essential Pack +
- 2019 Senior Backpack
- 2019 Sweatpants, PJ pants or leggings

EXTREME PACK \$323

- Everything in Deluxe Pack +
- Hoodie/pullover or Sweatshirt
- Class of 2019 Blanket

2. CHOOSE A CAP & GOWN PACKAGE

If you did not order one of the Grad Packs above, please choose Cap & Gown Pack A, B or C.
All items in Pack C are required for graduation.

Pack A \$123

- Cap, Gown, Tassel & Stole
- Diploma Cover
- Diploma Frame
- Souvenir Tassel
- 2019 Silvertone Key Ring

Pack B \$98

- Cap, Gown, Tassel & Stole
- Diploma Cover
- Diploma Frame

Pack C \$58

- Cap, Gown, Tassel & Stole
- Diploma Cover

3. PROVIDE YOUR CONTACT INFO

Please provide **student** contact information and indicate correct capitalization & punctuation.
For example: John Anthony LeBlanc or DeAnne Jane McDonald

Orders should be placed under student name, not parent name, for correct personalization.

Please also include:

- billing information (include student name)
- email address
- cell phone number (to communicate delivery information)
- shipping address (home address preferred)

A FEW NOTES:

- ▶ Most items will ship directly to your home address. There may be multiple shipments.
- ▶ Cap & Gown packages ordered by March 1 will be delivered at school.
- ▶ You will be notified if your order needs to be picked up from our Garland office.
- ▶ Visit dallasbalfour.com for more information regarding your school.

4. MAKE YOUR PAYMENT

Full payment due at time of order.

Online orders must be paid with a credit card.
Our Garland office accepts cash, money order, check (until Feb. 1) and credit card payments.

5. KEEP US IN THE LOOP

If you change addresses after placing your order, contact our office immediately at 972-495-2440 to let us know. We need to have an updated address in order to ship your graduation items.



Miniature Diploma



Diploma Frame

balfour

1111 Beltline Rd., Ste. #102
Garland, TX 75040
972-495-2440

ITEMS
NOT PICTURED
IN BROCHURE