

FAMILIES FOR HOME EDUCATION

Follow these 5 EASY STEPS to complete your order.

Step 1 – GET YOUR ORDER FORM Using a black pen, fill in your name (as you would like it to appear on your name cards), address, phone number and school. We will mail your bill and delivery information to the address you supply. For electronic billing please supply your billing email.

Step 2 – CHOOSE YOUR ANNOUNCEMENT PACKAGE and bubble it in. Use Upgrade Your Package if you need more announcements or name cards. Packages are the easiest way to order and include everything you need.

Step 3 – CHOOSE A CAP & GOWN PACKAGE by fill in in your height and weight on the order form. Actual weight is very important. Select one of the cap and gown package and bubble it in on the order form.

Package 1 \$15.50

Package 3 \$81.90

Package 2 \$55.45

Package 4 No Charge

Step 4 – ADD TO YOUR PACKAGE or **ORDER INDIVIDUAL ITEMS** allows you to create your own package or add to a package from step 2. Chose the items and quantities you need. Don't forget your Graduation Frame or Senior Jewelry!

Step 5 – RECORD YOUR \$60 DOWN PAYMENT in the down payment box. We will do the rest of the math at our office and mail you an invoice with the totals. Make check payable to JOSTENS. If using a credit card, provide the information requested.

You are finished. Now just turn it in to Jostens on

Thursday, November 19th

Frequently Asked Questions About Ordering

1. What is my TAX RATE? 7.85%
2. IS IT IMPORTANT TO ORDER WITH MY CLASS? Yes, by ordering at school on the school's order day(s), you will be guaranteed the lowest prices and widest selection. Prices will be higher, and selection limited after the original orders have been collected.
3. HOW MANY ANNOUNCEMENTS DO I NEED? The average number of announcements is 36. However, we recommend you make a list and order a few extra.
4. WHAT IF I MISS ORDERING AT SCHOOL? Mail your order to our office with your down payment prior to the deadline. Any product we gave out on school order day(s) will be given to you at delivery in the Spring.
5. WHAT IS THE DEADLINE? **December 18th** Grad orders must be received in our office no later than December 4th.
6. WHAT IF I MISSED THE DEADLINE? You will need to use the special individual order form available by calling our office. Individual orders cost more and will be delivered later than those at school. Some items will not be available.
7. WHAT IF I DON'T GRADUATE? For those students that do not graduate, please contact the Jostens office for a complete refund minus any pre-delivered and personalized items.
8. HOW DO I PAY OFF MY BALANCE? We will bill you in December and you will have until **3/11/2021** to pay this bill. You will pick up your order from us at school on **Thursday, March 18th**. If you have not paid by **Thursday, March 18th** please bring either cash or money order to delivery. We cannot accept checks or credit cards on the delivery day.
9. CAN MY ORDER BE ADJUSTED ONCE SUBMITTED?
Yes, it can. Deadline for adjustments is **December 18th**.