

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: _____

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

MEASUREMENTS

HEIGHT _____

WEIGHT _____

CAP SIZE _____

RING SIZE _____

*Download Herff Jones
"Right Size" App

STEP #2: GRADUATION SIMPLIFIED - SELECT YOUR PACKAGES

(*INDICATED ITEMS DELIVERED ON ORDER DAY)

#1 CLASSIC PACKAGE – \$150.00	#2 GRADUATE PACKAGE (Most Popular !!) – \$233.00	#3 SUPERIOR PACKAGE – \$345.00
25 2021 Official School Announcements	30 2021 Official School Announcements	50 2021 Official School Announcements
25 Traditional Graduate Namecards	50 Premium Graduate Namecards	50 Premium Graduate Namecards
25 Tissue Inserts	25 Tiissue Inserts	50 Tissue Inserts
25 Class Envelope Seals	25 Class Envelope Seals	50 Class Seals
25 Traditional Thank You Notes (Choose Below)	25 Traditional Thank You Notes (Choose Below)	50 Traditional Thank You Notes (Choose Below)
60 Return Address Labels	60 Return Address Labels	60 Return Address Labels
25 Party Invites	25 Party Invites	1 Diploma Plaque
1 *Memory Tassel	1 Diploma Plaque	1 *Class Jewelry
1 *2021 Senior T-Shirt	1 *Ice Tassel	1 *ICE Tassel
1 *FREE 2021 Metal Keychain	25 QR CODE HJ SMARTSHARE	50 QR Codes HJ SMARTSHARE
1 *2021 Pom Beanie	1 *2021 Basic Hoodie	1 *Basic Hoodie
	1 *Metal Keychain	1 *FREE Metal Keychain
THANK YOU NOTE COLOR (Please Circle)	THANK YOU NOTE COLOR (Please Circle)	THANK YOU NOTE COLOR (Please Circle)
RED BLUE PINK	RED BLUE PINK	RED BLUE PINK
GREEN PURPLE SILVER	GREEN PURPLE SILVER	GREEN PURPLE SILVER
GOLD ON WHITE GOLD ON IVORY	GOLD ON WHITE GOLD ON IVORY	GOLD ON WHITE GOLD ON IVORY
^^^UPGRADE TO TIE-DYE \$3.00^^^	UPGRADE TO PREMIUM HOODIE (ADD \$10.00)	UPGRADE TO PREMIUM HOODIE (ADD \$10.00)
CIRCLE A SIZE	CIRCLE A SIZE	CIRCLE A SIZE
S M L XL XXL	S M L XL XXL	S M L XL XXL

STEP #3: CAP & GOWN GRAD PACKS

GRAD PACK A	GRAD PACK B	GRAD PACK C	GRAD PACK D
^^^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	^^^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	^^^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	^^^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 ➔							Ea.	\$
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							Pk.	\$
3. Premium Graduate Namecards, Pack of 50 (Uses Formal Name) Per Pack \$29.99 Each Additional Pack \$8.00 PR							Pk.	\$
4. Tissue Inserts (25 Per Pack) Per Pack \$9.50 F							Pk.	\$
5. Class Envelope Seals (25 Per Pack) Per Pack \$9.50 EN							Pk.	\$
6. Traditional Return Address Labels, Pack of 60 (Uses Formal Name) Per Pack \$14.50 Each Additional Pack \$8.75 R							Pk.	\$
7. Traditional Party Invitations (25 Per Pack) Per Pack \$14.50 G							Pk.	\$
8. Traditional Thank You Notes (25 Per Pack) Circle Color Below Per Pack \$14.50 TH							Pk.	\$
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							Pk.	\$
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

SIGNATURE:_____

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.

Subtotal	\$
Tax	\$
Total	\$
Handling	\$ 10.00
Grand Total	\$
Amount Paid	\$
Balance Due	\$

OFFICE USE: TO DELIVER/NOTES

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 // \$131⁰⁰

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



☐ Package B // \$112⁰⁰

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



☐ Package C // \$79⁰⁰

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



☐ Package D // \$40⁰⁰

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