

WIU BOOKSTORE
1 UNIVERSITY CIRCLE
MACOMB, IL 61455
PHONE: 309-298-1931

MEMO TO: Faculty and Staff marching in the Fall Commencement
FROM: WIU Bookstore

The Bookstore will offer commencement apparel rental service from Oak Hall/C.E. Ward, Inc. Because the company needs adequate time to guarantee delivery, we are setting the following deadline for orders to be at the bookstore:

October 28th

Please fill out the order form below and return it to:

WIU BOOKSTORE
ATTN: Jeff Moore
jm-moore2@wiu.edu

NOTE: **No shipping will be charged to rental orders received prior to the deadline.**

**Late orders received before November 30th will be charged a \$30 late fee.
Orders placed after November 30th will be charged a \$50 late fee.

When your order arrives I will notify you at the phone number or email you provide. If you have any questions about rentals please contact me, Jeff Moore, at 298-1931, ext. 234. Oak Hall also provides attire for **purchase**. To inquire about purchasing commencement apparel, contact me at 298-1931, ext. 234. Thank you.

Name _____ Campus (Macomb or Quad Cities) _____
Department _____ Phone / Email _____
Height _____ Weight _____ Cap is one-size-fits-all
Highest degree attained _____ from _____
(School name and location)

Rental Combinations Available

Doctoral Gown Only	25.00	_____
Doctor Hood Only	26.00	_____
Doctor Cap/Gown/Tassel	26.00	_____
Complete Doctoral Unit (Cap/Gown/Tassel Hood)	52.00	_____
Master's Gown Only	22.00	_____
Master's Hood Only	24.00	_____
Master's Cap/Gown/Tassel	24.00	_____
Complete Master's Unit (Cap/Gown/Tassel/Hood)	48.00	_____
Bachelor Gown Only	23.00	_____
Complete Bachelor Unit (Cap/Gown/Tassel/Hood)	46.00	_____
Cap and Tassel Only	9.00	_____
Total	\$	_____

Payment can be made in advance or at pick up. Cash, Check, Charge or Department Charge.

Department Name: _____ Account # _____