Dear Faculty Member / Hood Issuer:

We are pleased to provide you with regalia for your graduation ceremony. Please complete the attached order form and return it to us by Monday, April 27th, 2015.

Basic regalia information:

- Rental Doctoral Gown $37.98 – Includes rental cap, gown, and tassel. The velvet and tassel color will be specific to your degree.
- Rental Doctoral Hood $37.98 – The velvet and satin colors will be specific to your degree and university.
- Rental Ohio State Ph.D. Gown $68.00 – This option is for Ohio State Ph.D. alumni only.
- Please use your height with the shoes to be worn the day of the event.
- If you require a plus size gown (3XL and up), please note that on your form.

Ordering your Regalia:

- Drop off: Bring your order in person to our store at 11th and High.
- Fax: Graduation Department (614)-247-2001
- Email tm218@bncollege.com as a scanned attachment
- Mail: Barnes & Noble Graduation Dept. 1598 N. High St. Columbus, OH 43201
- Orders placed after Monday, April 27th, 2015 may be subject to an extra shipping fee to ensure the regalia will arrive on time.

Receiving/Returning your Regalia:

- Regalia will arrive in our store the week of graduation. Regalia for the Dentistry hooding ceremony is delivered to the college. All other regalia must be picked up or shipped for a $6.95 fee.
- For your convenience, the bookstore at 11th Ave. and High St. is open weekdays 8 AM to 10 PM and weekends 9 AM to 10 PM. Metered street parking and garage parking is available.
- If you are attending both a hooding ceremony and commencement, you may keep your rental regalia between events.
- Rental regalia must be returned to Barnes & Noble, the OSU Bookstore on the corner of 11th Ave. and High St. by Monday, May 25th, 2015.
- All missing returns will be charged up to a $729.00 replacement fee after the deadline.

General Information:

- Please keep this sheet for your records.
- For orders submitted via fax or e-mail, please allow up to 72 hours for confirmation of your order receipt. If you do not receive a confirmation e-mail within this time, please contact our graduation department at 614-247-2250.
- Orders submitted in-store will not receive an additional order confirmation.
- All order confirmations will be sent via e-mail. Please check your junk mail folder for your confirmation email if you have not heard from us within 72 hours of submitting your order.
- We require a credit card number on each order, regardless of the payment method actually used. This acts as a deposit/guarantee for the rental. In compliance with all current laws, your credit card information will be kept in a secure locked location.
- If paying with an e-request or university purchasing card and require tax exemption, please indicate that information on the order form.
- Please include information regarding the ceremony you will be attending to ensure the appropriate regalia components are ordered on time.

Please e-mail your inquiries to tm218@bncollege.com
or call our Graduation Dept. at (614) 247-2250.
<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty.</th>
<th>Height/Size</th>
<th>Price</th>
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<tbody>
<tr>
<td>Rental Ohio State Ph.D. Gown (Please list height in feet and inches)</td>
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<td>____' ____&quot;</td>
<td>$68.00</td>
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<tr>
<td>Rental Doctoral Gown/Cap/Tassel (Please list height in feet and inches)</td>
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<td>____' ____&quot;</td>
<td>$37.98</td>
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<tr>
<td>Rental Doctoral Hood</td>
<td></td>
<td></td>
<td>$37.98</td>
</tr>
</tbody>
</table>

DATE NEEDED: _____________________________

Payment: REQUIRED. Credit card info is kept on file in case regalia is not returned.

How would you prefer to receive your regalia?
- Pick-Up the week of graduation at The OSU Bookstore – 1598 N. High St.
- Shipped via UPS (No P.O. Boxes, Please) Add $6.95 for S&H at the right.

Shipping Address: ___________________________ ___________________________ ___________________________

I understand that if I do not return this rental item, this card will be charged a $729 replacement fee.

Payment: REQUIRED. Credit card info is kept on file in case regalia is not returned.

Store Use Only:
Transaction #: __________ Date: __________ Amount: __________ Taken By: __________