



Dear Graduand or Diplomat,

Congratulations on your graduation and everything of the best in your future endeavours! **T Birch & Co** have been contracted by **UKZN** to provide you with your academic dress. Please read the information carefully to ensure that you obtain the correct attire for your graduation ceremony.

Note that there is a **PURCHASING (SECTION A)** and a **HIRING (SECTION B)** section. Please read the section applicable to you. If you wish to purchase and hire you will need to read **BOTH** sections.

SECTION A) PURCHASING OF ACADEMIC ATTIRE

Please read section 1 A) if you will be collecting your goods on campus (recommended), or 1 B) if you would prefer your goods to be posted to you.

WE STRONGLY RECOMMEND YOU COLLECT YOUR ATTIRE WELL BEFORE YOUR CEREMONY DAY. IF THIS IS NOT POSSIBLE YOU MUST COLLECT AT LEAST TWO HOURS BEFORE ON THE DAY OF YOUR CEREMONY. STUDENTS WHO ARE NOT COMING TO THEIR GRADUATION CEREMONIES MAY HAVE THEIR GOODS COURIERED TO THEM. SEE PURCHASE FORM FOR COURIER COSTS. IF YOU ARE COMING TO YOUR CEREMONY WE ADVISE YOU TO COLLECT YOUR GOODS ON CAMPUS, AS THIS ALLOWS US TO FIT YOU OUT CORRECTLY.

1) Ordering:

1A) COLLECTING ON CAMPUS – If you are collecting your goods on campus, do not fill in an order form. UKZN have provided us with all details applicable to you. We will be at the **SPORTS CENTRE AT THE WESTVILLE CAMPUS ENTRANCE GATE 5 (FOLLOW OUR SIGNS)** from **Tuesday 5th September 2017** and will be taking all our stock in all sizes with us. We will fit you out on your arrival. All you need to do is **deposit / transfer** the correct amount of money (SEE 'SECTION B' OF ATTACHED PURCHASE FORM - 'PRICES') into our bank account and bring your **ORIGINAL/PRINTED** deposit slip with you when you come and collect your attire. Please use your **STUDENT NUMBER** and **SURNAME** (e.g. 209511373 Zulu) as a reference when you make your deposit otherwise we will not be able to match your payment to your name on our student list and your order will not be processed.

NNNB: If you cannot collect your attire yourself please provide the person collecting with your following measurements:

Height: Full height - Top of head to toes (Between 1.5m and 2.1m).

Head measurement: Around the head above the ears (Between 54 cm and 63 cm).

1B) POSTED GOODS - Complete Section 'A' and 'B' of the attached form and return by hand/fax/post/email to T Birch & Co. **ORDERS MUST BE ACCOMPANIED BY PAYMENT. (SEE PAYMENT OPTIONS)**

2) Payment Options:

A) Deposit / Transfer the correct amount into T Birch & Co's bank account. Please bring your **ORIGINAL/PRINTED** deposit slip with you when you come to collect your attire.

Bank: Standard Bank
Account Name: T Birch & Co (Pty) Ltd
Account Number: 081 979 347
Branch Code: 05-09-17

NOTE: PLEASE USE YOUR STUDENT NUMBER AND SURNAME (e.g. 209511373 Zulu) AS A REFERENCE WHEN YOU MAKE THE DEPOSIT OTHERWISE WE WILL NOT BE ABLE TO MATCH YOUR PAYMENT TO YOUR NAME ON OUR STUDENT LIST.

3) Collection/Fitment Venue and Times (PURCHASING):

Durban – Westville Campus – Sports Centre - Follow our signs

September: 5th, 6th (08:00 am – 17:00 pm), 7th (07:30 am - 14:30 pm)

4) In-Store Purchase Option:

IGNORE STEP 1 – 3: You may also PURCHASE your attire in Durban at PRO VISIONS BOOKS. Address. 27 Bram Fischer (Ordnance) Road – opp City Lodge, Durban, 4091. Telephone No. 031 3372112, Fax No. 0865745023, Email. attireukzn@provisions.co.za.



SECTION B) HIRING OF ACADEMIC ATTIRE

PLEASE NOTE: ALL HIRED ATTIRE MUST BE COLLECTED ON CAMPUS AND HIRED GOODS CANNOT BE POSTED TO YOU.

For the hiring of academic attire, no form is needed. UKZN have provided us with all details applicable to you. We will be at the **SPORTS CENTRE AT THE WESTVILLE CAMPUS GATE 5 (FOLLOW OUR SIGNS)** from **Tuesday 5th September 2017** and will be taking all our stock with us. We will fit you out on your arrival and you can collect at the same time. (See fitment / collection times below for your **COLLEGE**). All you need to do is **deposit / transfer** the correct amount of money into our bank account and bring your **ORIGINAL/PRINTED** deposit slip with you when you come and collect your attire.

If you cannot collect your attire yourself please provide the person collecting with your following measurements:

Height: Full height - Top of head to toes (Between 1.5m and 2.1m).

Head measurement: Around the head above the ears (Between 54 cm and 63 cm).

ALL STUDENTS REQUIRE A GOWN, HOOD/NECKBAND AND MORTARBOARD/CAP.

1) **Prices:**

A) All Students except Doctoral students: (This INCLUDES MEDICAL undergraduate and MEDICAL Master degrees)

Full Outfit Special (Gown, Hood and Mortarboard): R 420.00 (R 150.00 will be transferred into your bank account when you return your full outfit)

Gown Only: R 180.00 (R 50.00 will be transferred into your account when you return your gown)

Hood/Neckband only: R 150.00 (R 50.00 will be transferred into your account when you return your hood)

Mortarboard Only: R 130.00 (R 50.00 will be transferred into your account when you return your Mortarboard)

B) Doctoral Degrees Only: (This DOES NOT INCLUDE MEDICAL undergraduate and MEDICAL Masters degrees)

Gown Only: R 465.00 (R 100.00 will be transferred into your account when you return your gown)

Hood/Neckband only: R 150.00 (R 50.00 will be transferred into your account when you return your hood)

Bonnet Only: R 155.00 (R 50.00 will be transferred into your account when you return your Bonnet)

Please note: The deposit that you pay does not cover the retail price of the gown, hood and mortarboard.

2) **Payment:**

A) Deposit / Transfer the correct amount into T Birch & Co's bank account. Please bring your **ORIGINAL/PRINTED** deposit slip with you when you come to collect your attire.

Bank: Standard Bank
Account Name: T Birch & Co (Pty) Ltd
Account Number: 081 979 347
Branch Code: 05-09-17

NOTE: PLEASE USE YOUR STUDENT NUMBER AND SURNAME (e.g. 209511373 Zulu) AS A REFERENCE WHEN YOU MAKE THE DEPOSIT OTHERWISE WE WILL NOT BE ABLE TO MATCH YOUR PAYMENT TO YOUR NAME ON OUR STUDENT LIST. OTHERWISE WE WILL NOT BE ABLE TO MATCH YOUR PAYMENT TO YOUR NAME ON OUR STUDENT LIST.

3) **Collection/Fitment Venue and Times (HIRING) – Fitment and collection will take place at the same time:**

a) **Durban – Westville Campus – Sports Centre - Follow our signs**

September: 5th, 6th (08:00 am – 17:00 pm), 7th (07:30 am – 14:30 pm)

4) **Returning Venues and Times - Durban – Westville Campus – Sports Centre - Follow our signs:**

September: 6th (08:00 am – 19:00 pm), 7th (07:30 am – 19:00 pm), 8th (08:00 am – 11:00 am)

NB: ATTIRE MUST BE RETURNED IMMEDIATELY AFTER YOUR CEREMONY. YOU WILL BE LIABLE FOR DAMAGED GOODS OR LATE RETURNS TO THE FULL RETAIL PRICE OF THE OUTFIT. YOUR DEPOSIT DOES NOT COVER THE VALUE OF YOUR OUTFIT.



ORDER FORM AND PRICE LIST FOR 2017

POSTED PURCHASES ONLY

A) ONLY APPLICABLE IF YOUR ORDER IS BEING POSTED TO YOU

TO ENSURE THAT YOUR ORDER IS LEGIBLE PLEASE WRITE CLEARLY IN BLOCK LETTERS WITH A BLACK PEN.
THERE WILL BE A WAITING PERIOD OF 3 WORKING DAYS TO PROCESS YOUR ORDER. AN SMS WILL THEN BE SENT TO YOU.
PLEASE DO NOT TELEPHONE US UNLESS YOU HAVE NOT RECEIVED AN SMS AFTER 3 DAYS.

Surname: _____ College: _____
 Student Number: _____ (Humanities; Agriculture; Engineering & Science; Law & Management Studies; Health Science)
 Postal Address: _____
 Qualification: _____
 (If you wish your order to be couriered door to door, please provide your physical address) (Diploma, Certificate, Advanced Certificate, Bachelors, Honours, Post Grad, Masters, Doctors)
 Postal Code: _____ Cellphone Number: _____

MEASUREMENTS (MARK WITH AN X)

Height:	Full height - Top of head to toes (Metres)	1.5m	1.55m	1.6m	1.65m	1.7m	1.75m	1.8m	1.85m	1.9m	1.95m	2m
Head:	Around the head ABOVE the ears (cms)	54cm	55cm	56cm	57cm	58cm	59cm	60cm	61cm	62cm	63cm	

B) PRICES:

PLEASE NOTE 'DOCTORS' BELOW DOES NOT REFER TO UNDERGRADUATE AND POST GRADUATE MEDICAL DEGREES. IT REFERS TO DOCTORAL DEGREES

REQUIREMENTS FOR ALL QUALIFICATIONS (COMPULSORY)	Purchase Prices	
	Price incl VAT	Customer Use
ALL STUDENTS REQUIRE: 1) GOWN 2) NECKBAND / HOOD 3) Mortarboard / CAP		
1) Gowns		
Textured polyester (All students EXCEPT doctors)	R 1075.00	
Polyester cashmere (All students EXCEPT doctors)	R 1395.00	
Textured polyester (Doctors)	R 3255.00	
Polyester cashmere (Doctors)	R 3895.00	
2) Neckbands/Hoods (All Faculties)		
Diploma	R 315.00	
Certificate	R 315.00	
Advanced Certificate (ACE)	R 315.00	
Bachelors	R 535.00	
Honours	R 605.00	
Post Grad	R 605.00	
Masters	R 605.00	
Doctors	R 800.00	
3) Mortarboards / Caps		
Mortarboard AND tassel (All students EXCEPT doctors)	R 395.00	
Doctors bonnet and tassel (Doctors)	R 1250.00	
EXTRAS		
Tassel WITHOUT Mortarboard.	R 65.00	
Gown Bag	R 75.00	
COURIER COSTS (IF YOU ARE NOT COMING TO YOUR GRADUATION CEREMONY)		
To PO Box or Post Office Counter	R 195.00	
Door to door (1 items or more)	R 265.00	
Total		

NB: ABOVE PRICES VALID UNTIL 30/09/2017

FAX (046 622 5091/7809), EMAIL OR POST FORM ACCOMPANIED BY PAYMENT (SEE SECTION A)

IF YOU ARE COLLECTING YOUR OUTFIT ON CAMPUS THERE IS NO NEED TO FILL FORM OUT. YOU ONLY NEED TO REFER TO 'B) PRICES' AND DEPOSIT THE CORRECT AMOUNT OF MONEY INTO OUR BANK ACCOUNT.