

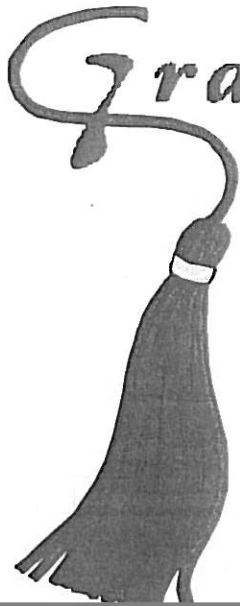
Adams

BOOKSELLERS (PTY) LTD

UNIVERSITY OF KWAZULU NATAL

Graduation

CEREMONIES



2011

CONGRATULATIONS ON YOUR ACADEMIC ACHIEVEMENT

1. It's easy when you choose Adams for the hire of your Academic Attire. Carefully read through this order form and follow the simple instructions to avoid disappointment and long queues. Telephonic bookings **WILL NOT** be accepted, please telephone us if you have any enquiries.
2. Why should I choose Adams? Because we are an official stockist of academic wear for your institution and we hire garments of the highest quality.
3. How do I place my order? You can come into our store where our friendly staff will assist you with measurements and take your order. Facsimile orders may be placed, where payment will be made on Adams & Co. accounts, by credit card, or when money is deposited directly into our banking account.

A copy of the order form **AND** deposit slip must be faxed to us before your order is processed. **NOTE: It is your responsibility to check whether we have received your order, as soon as possible after you fax it.**
4. When should I place my order? Bookings are made on a first come first served basis.
5. When can I collect/return my ordered garments? For the convenience of graduates, arrangements have been made for the issue and return of garments from a temporary office at the venue of your graduation. The garments may be collected on the day of your ceremony from 3 hours before you are seated. Returns of these garments are to be made FOR A PERIOD OF ONE HOUR directly after your graduation ceremony ends, at the venue.
6. Late returns/Cancellations: A penalty of R20 per item per day will be charged for garments not returned at the venue (within the one hour). Cancellation of bookings should be made at least 5 working days before the date of your graduation and refunds will be subject to a 20% handling fee. Late cancellations **WILL NOT** be refunded.
7. Can I buy my own Academic Attire? Yes, new garments are available for purchase. These garments are of the highest quality. For your convenience we have now established a lay-by system. Any amounts paid for purchase of garments will also be subject to a cancellation fee.
8. Again, **CONGRATULATIONS** and do enjoy the occasion.

Finding Adams Booksellers (Pty) Ltd

T/A Adams & Griggs, 33 Victoria Street, Durban 4001
Tel: 031 319 4400
Fax: 031 307 7356
email: education@adamsbooks.co.za

Placing your order

1. Come into our store where measurements and orders can be taken.

2. Facsimile orders may be placed, where payment will be made on Adams & Co. accounts, by credit card, or when money is deposited directly into our banking account-details as follows:-

Bank : First National Bank (FNB)
Account Name : Adams Booksellers (Pty) Ltd
Account Number : 62129768729
Code : 221426

A copy of this order form **AND** deposit slip must be faxed to us before your order is processed.

NOTE: It is your responsibility to check whether we have received your order and payment

ORDER FORM

ACADEMIC WEAR
Adams & Griggs
33 Victoria Street
Durban 4001

Tel: (031) 319 4400
Fax No.: (031) 307 7356

Name (Please print):

Address:

Telephone:

Name of Degree completed: Date of Graduation:

Student No.: Time of Graduation:

Please tick method of payment

<input type="checkbox"/>	I have an account Please charge
<input type="checkbox"/>	Payment is enclosed herewith
<input type="checkbox"/>	Charge my credit card

MY TOTAL
HEIGHT IS
(Head to Toe)

CM

CAP

CM

HIRE PRICES: TICK RELEVANT BLOCK

CERTIFICATES R160.00 <input type="checkbox"/>	BACHELORS R185.00 <input type="checkbox"/>
HONOURS & POST GRAD. DIPLOMA R195.00 <input type="checkbox"/>	MASTERS R220.00 <input type="checkbox"/>

Credit Card No.

Expiry Date