

St. Francis Xavier University

Academic Regalia Services

PO Box 5000 Antigonish Nova Scotia B2G 2W5 Canada
Phone: 902-867-2450 Toll Free: 1-888-867-2450 Fax: 902-867-5115 e-mail:
regalia.services@stfx.ca

REGALIA RENTAL/PURCHASE ORDER FORM (Rev. June 2011)

Date: / /

Customer Name	:	
Shipping Address	:	
Town/City	:	
Prov./State	:	PC/Zip
Phone	:	

RENTAL. (\$8.00 ea.)

PURCHASE (Per current price list)

LOAN (Detail Circumstances)

EVENT & DURATION:

Description	Quantity	Price	\$ Total
Hood/Collar - Degree(s):	[]	\$	\$
Gown - Size/Length:	[]	\$	\$
Shipping/Handling/Insurance - Canada XpressPost	[]	\$ 9.00	\$
(For up to 2 items) - USA XpressPost	[]	\$ 15.00	\$
Please request quote for large shipments, and for outside Canada or USA			\$
	Sub-Total		\$
	Provincial HST		\$
	Or, if applicable, Provincial GST 5%		\$
	TOTAL CHARGES		\$

PAYMENT METHOD: All prices shown \$Canadian, payment must be in \$Canadian

In-House Charge:	Invoice No.:	Date:	By:
------------------	--------------	-------	-----

<input type="checkbox"/> INTERNAL ACCOUNT	<input type="checkbox"/> Cheque	<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	<input type="checkbox"/> AMEX
Account Number:		Card Number:		
Expiry:				

RENTAL/LOAN INSTRUCTIONS

- In place of taking deposits - All rentals must be prepaid, with current student ID, or by credit card.
- Rental periods are for ten days from receipt unless otherwise arranged.
- Rented regalia must be returned promptly after use, in person or by secure shipping method where delivery signature is required.
- Please pack carefully to prevent soiling or damage, and enclose a copy of this rental form. You are held responsible for cost of cleaning or repair.
- Additional rental or replacement charges will apply to regalia held beyond the ten-day rental period.

Order taken by:	Packed/shipped by:	
Shipped Via:	Date:	
Pick up by (Print):	Date:	Location:
Pick up - Signature:		

SALES POLICY

Unwanted merchandise ordered by mail, must be returned to Academic Regalia Services within 30 days of purchase, be unused and unmarked in any way and must be accompanied by the original sales receipt or copy of this form.