

PROCEDURES TO ORDER RENTAL REGALIA

- 1. Open the link provided.**
- 2. Be sure to choose only the Height, Shirt Size, Tam Size (for doctors) & Degree.**
The rest of the items (souvenir, hood purchase, etc.) are optional and you should choose **“No”** unless you want to buy these items and keep them.
- 3. Uncheck the “Add a cloth gown bag and contour hanger”** (unless you want to purchase).
- 4. Click the red box “Add this to my cart”**- it will show your ordered items. You have the chance to double check the information in your order. If you need to change your order, just click "Back to shopping."
- 5. Click “Go to checkout”**
Being a new customer, you will be **required to sign up/register**. Information needed to register: name, address, phone number, email address and name of company (UTHSC - Houston) .
- 6. Skip the tax exempt ID # section. Click on calendar to select “Date order needed” and select May 1, 2024.** This is an arbitrary date - you will not receive your regalia prior to this date - all rental regalia will be delivered pressed and ready to wear at the commencement venue just prior to the ceremony. No exceptions to this delivery schedule.
- 7. Click on calendar to select “Ceremony date”**
- 8. Shipping method** – standard is sufficient for all orders placed by March 31. Late orders placed after March 31 will have to select the rush option with the \$25 late fee. No free shipping option available on these orders. Gowns will arrive pressed, on a hanger and in a protective plastic garment bag for delivery and distribution at the commencement site just prior to the ceremony. No exceptions to this delivery schedule.
- 9. Special Instructions** – Feel free to write anything in here you feel is not clear or is otherwise important to your order.
- 10. Continue checkout, check your total, no discount coupons available.** Continue checkout again and on the bottom of Step 3 confirm the order to enter your payment.
- 11. You will immediately be emailed a confirmation of your order with a 5-digit invoice number.** Save or print the receipt for your records. Double check to be certain you have provided accurate information. If you need to change or correct anything after you have submitted the order, email the change or correction to sales@graduateaffairs.com and cite your 5-digit invoice number.