

# DEAR SENIOR CLASS,

Welcome to senior year! Though it may seem like graduation is a long way away, preparation for the big day starts now. As your school's official graduation provider, I want to make sure that every senior can celebrate their achievements in their own special way. The graduation process starts with these easy steps!

1. Check out our digital catalogs [here](#). Herff Jones provides a variety of products that are guaranteed to meet your needs for the celebration.
2. Place your order [here](#). Your school's official announcements, gowns, and rings can only be purchased at this link. Please use promo code **2023grad** at checkout for all cap and gown orders. Don't wait, order now!

Additional information, including a copy of the paper order form, is included in this email. For ordering assistance or questions, please contact customer service at 866.238.5336 or visit [www.herffjones.com](http://www.herffjones.com). Office hours by appointment only, please contact 408.371.0600 to schedule.

Congratulations Class of 2023. I look forward to celebrating with you this Spring!

Sincerely,



Michael Manning  
Manning Achievement Products  
Herff Jones



**STEP #1: CONTACT INFORMATION** (PLEASE PRINT CLEARLY and use Upper and Lower case)

Date: \_\_\_/\_\_\_/\_\_\_

1

Provide your contact info

SCHOOL: \_\_\_\_\_

STUDENT FORMAL FIRST NAME					MIDDLE NAME					LAST NAME				

Namecards, return address labels and diploma plaques will be ordered EXACTLY as written. Please PRINT CLEARLY and use proper upper and lower case.

STUDENT EMAIL: \_\_\_\_\_ STUDENT CELL: (\_\_\_\_) \_\_\_\_\_

PARENT EMAIL: \_\_\_\_\_ PARENT CELL: (\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

MANNING ACHIEVEMENT PRODUCTS LLC representing HERFF JONES 43038 Christy St Fremont CA 94538 866.238.5336 / 408.371.0600

This form expires after **12/1/2022**  
Late order pricing begins **12/3/2022**

\*Download Herff Jones "Right Size" App

**STEP #2: GRADUATION SIMPLIFIED - CHECK BOX TO SELECT YOUR PACKAGE** (\*INDICATED ITEMS DELIVERED ON ORDER DAY)

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Select your package

#1 THE CLASSIC PACKAGE - \$155.00

- 25 CUSTOM School Graduation Announcements
- 25 Traditional Namecards
- 25 Tissue Inserts
- 25 Class Envelope Crests
- 25 Thank You Notes (CHOOSE BELOW)
- 60 Return Address Labels
- 1 \*2023 Pom Beanie
- 1 \*Memory Tassel
- 1 \*2023 Classic T-Shirt
- 1 \*2023 Metal Keychain

THANK YOU NOTE COLOR (CIRCLE ONE)  
RED BLUE PINK  
GREEN PURPLE SILVER  
GOLD on IVORY GOLD on WHITE

UPGRADES- Please check yes  
Parent T-Shirt \$0.00 ( ) YES  
Stacked Tassel \$5.00 ( ) YES  
Classic Hoodie \$15.00 ( ) YES

\*\*\*\*CIRCLE A SIZE\*\*\*\*  
S M L XL XXL  
Announcements will be guaranteed if ordered by  
Deadline on Form and Flyer- ORDER EARLY

#2 THE GRADUATE PACKAGE ( Family Favorite) - \$245.00

- 30 CUSTOM School Graduation Announcements
- 50 Premium Namecards
- 25 Tissue Inserts
- 25 Class Envelope Crests
- 25 Thank You Notes (CHOOSE BELOW)
- 60 Return Address Labels
- 25 HJ SmartShare (Custom Grad Video)
- 1 Diploma Plaque (Delivers After Grad)
- 1 \*2023 Classic Hoodie
- 1 \*ICE Tassel
- 1 \*2023 Metal Keychain

THANK YOU NOTE COLOR (CIRCLE ONE)  
RED BLUE PINK  
GREEN PURPLE SILVER  
GOLD on IVORY GOLD on WHITE

UPGRADES  
2023 Windbreaker \$15.00 ( ) YES  
\*\*\*\*CIRCLE A SIZE\*\*\*\*  
S M L XL XXL

Announcements will be guaranteed if ordered by  
Deadline on Form and Flyer- ORDER EARLY

#3 THE SUPERIOR PACKAGE - \$360.00

- 50 CUSTOM School Graduation Announcements
- 50 Premium Namecards
- 50 Tissue Inserts
- 50 Class Envelope Crests
- 50 Thank You Notes (CHOOSE BELOW)
- 60 Return Address Labels
- 50 HJ SmartShare (Custom Grad Video)
- 1 Black Tassel Frame
- 1 2023 Drawstring Back Pack
- 1 \*ICE Tassel
- 1 \*2023 Classic Hoodie
- 1 \*2023 Metal Keychain
- 1 \*2023 Lanyard
- 1 \* 2023 POM Beanie

THANK YOU NOTE COLOR (CIRCLE ONE)  
RED BLUE PINK  
GREEN PURPLE SILVER  
GOLD on IVORY GOLD on WHITE

UPGRADE Windbreaker \$15.00 ( ) YES  
\*\*\*\*CIRCLE A SIZE\*\*\*\*  
S M L XL XXL

Announcements will be guaranteed if ordered by  
Deadline on Form and Flyer- ORDER EARLY

**STEP #3: GRAD PACKS: CHECK BOX TO SELECT YOUR PACKAGE**

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Grad Packs

GRAD PACK A - \$135.00

- 25- Custom Graduation Announcements
- 25- Graduate Namecards
- 1 \* 2023 Classic T-Shirt
- 1-\*2023 Classic Hoodie
- 1-\*ICE Tassel or Stack Tassel (circle one)
- 1\* 2023 Metal KeyChain

SIZE S M L XL XXL

GRAD PACK B - \$170.00

- 25- Custom Graduation Announcements
- 25- Graduate Namecards
- 1- 2023 Classic Hoodie
- 1- 2023 Classic T-Shirt
- 1-2023 Pom Beanie
- 1-2023 Lanyard
- 1- Diploma Plaque (DELIVERS After Grad)

SIZE S M L XL XXL

GRAD PACK C - \$225.00

- 50- Custom Graduation Announcements
- 50 - Premium Namecards
- 1-\*2023 Classic Hoodie
- 1\* 2023 Metal KeyChain
- 1-\*ICE Tassel or Stack Tassel (circle one)
- 1- 2023 Classic T-Shirt
- 1- Diploma Plaque (DELIVERS After Grad)

SIZE S M L XL XXL

**PACKAGE TOTAL**

Package Price	\$
Upgrades	\$

**STEP #4: ADD ITEMS TO YOUR ORDER**

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Add To Your Package

									QTY	PRICE
1. Official Graduation Announcements	\$1.60 each	\$48.00	\$80.00	\$120.00	\$160.00	AN			Ea.	\$
<i>(Includes Inner and Outer Envelopes) (Your Name is Not Included on Announcements. Order Namecards Below.) Order Other Announcement Quantity here -&gt;</i>										
2. Graduate Namecards (Uses Formal Name)	<input type="radio"/> Pack of 50 \$21.00	<input type="radio"/> Each Add'l Pack of 50 \$7.00	<input type="radio"/> Pack of 25 \$18.99			TR			Pk.	\$
3. Premium Graduate Namecards, Pack of 50 (Uses Formal Name)		Per Pack \$29.99		Each Additional Pack \$8.00		PR			Pk.	\$
4. HJ SmartShare™	<input type="radio"/> 10 Pack \$10.00	<input type="radio"/> 25 Pack \$25.00				HJ			Pk.	\$
5. Tissue Inserts (25 Per Pack)			Per Pack \$9.99			F			Pk.	\$
6. Class Envelope Seals (25 Per Pack)			Per Pack \$9.99			EN			Pk.	\$
7. Traditional Return Address Labels, Pack of 60 (Uses Formal Name)		Per Pack \$14.75		Each Additional Pack \$9.00		R			Pk.	\$
8. Traditional Party Invitations (25 Per Pack)			Per Pack \$14.99			G			Pk.	\$
9. Traditional Thank You Notes (25 Per Pack) Circle Color Below			Per Pack \$14.99			TH			Pk.	\$
	Red Blue Green Purple Silver Gold on White Gold on Ivory									
10. Personalized Notecards (50 Per Pack) Circle Style & Font Below		Per Pack \$32.99		Each Additional Pack \$18.00		PA			Pk.	\$
	Choose Style: 1 2 4 5 Choose Font: Font 1 Font 2 Font 3 Font 4 (Style 1 & 2 Only)									
	<input type="radio"/> Use Formal Name <input type="radio"/> Use Informal Name Print Informal Name Here: _____									
11. Keepsakes	<input type="radio"/> Graduate Portfolio (PO) \$32.99	<input type="radio"/> Then & Now Frame (THE)* \$24.99	<input type="radio"/> DIPLLOMA PLAQUE \$40.00							\$
	<input type="radio"/> Tassel & Picture Frame (TAS) \$21.99	<input type="radio"/> Keepsake Memory Box (KE) \$39.99								
12. Frames & Shadow Boxes	<input type="radio"/> Deluxe Frame (DE) \$79.00	<input type="radio"/> Premium Frame (PR) <input type="checkbox"/> Gold <input type="checkbox"/> Silver <input type="checkbox"/> Black \$89.00	<input type="radio"/> Ultimate Letter Frame (U) \$129.00							\$
	<input type="radio"/> Shadow Box 12x16 (SH) \$65.00	<input type="radio"/> Shadow Box 16x20 (SH) \$99.00								
13. Class Key	Choose Metal Color: <input type="radio"/> Gold-Tone <input type="radio"/> Silver-Tone								CL	\$
	Choose Style: <input type="radio"/> Class Key Only (A) \$22.99 <input type="radio"/> Key w/18"-20" Adjustable Chain (B) \$29.99									
14. Class of '23 Jewelry	<input type="radio"/> Bolo Bracelet - MMXXIII (L23)* \$29.99	<input type="radio"/> Heart Necklace (N23)* \$29.99	<input type="radio"/> Reversible Necklace (Q23)* \$29.99							\$
	<input type="radio"/> Reversible Dog Tag (M23)* \$29.99	<input type="radio"/> Corded Leather Bracelet (O23)* \$24.99								
15. Class of '23 Apparel	<input type="radio"/> Classic Hoodie* Size _____ \$40.00	<input type="radio"/> Baseball Jersey '23* Size _____ \$35.00	<input type="radio"/> '23 Full Zip Windbreaker* Size _____ \$49.00							\$
	<input type="radio"/> 2023 Classic T-Shirt* Size _____ \$20.00	<input type="radio"/> Cozy Pullover Size _____ \$32.00	<input type="radio"/> Jogger Pants* Size _____ \$30.00							
	<input type="radio"/> Proud Parent T-Shirt* Size _____ \$20.00	<input type="radio"/> 1/4 Zip Pullover Size _____ \$40.00	<input type="radio"/> Raglan Tee Size _____ \$26.00							
	<input type="radio"/> Women's Leggings* Size _____ \$30.00									
16. Class of '23 Swag	<input type="radio"/> Stainless Steel Tumbler \$20.00	<input type="radio"/> 2023 Lanyard* \$8.00	<input type="radio"/> Pom Beanie* \$15.00							\$
	<input type="radio"/> Metal Keychain* \$9.99	<input type="radio"/> Drawstring Bag* \$20.00	<input type="radio"/> ICE Tassel* \$16.25							
	<input type="radio"/> STACKED Tassel* \$16.25	<input type="radio"/> Memory Tassel* \$10.00								

**STEP #5: PAYMENT INFORMATION**

Make future payments online at [highschool.herffjones.com](https://highschool.herffjones.com)

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Payment info

--ORDER ONLINE 24/7 @ [www.highschool.herffjones.com](https://www.highschool.herffjones.com)  
--Payment in full or \$80.00 Deposit . Final Balance DUE before Delivery  
\*\*Announcements and CAPS and GOWNS will deliver TO THE SCHOOL in the SPRING

\*\*ANNOUNCEMENTS are Guaranteed If Ordered by Deadline- Late Program Will have limited Supply

\*\* Call 866-238-5336 for Questions and Ordering over the phone email [mmanning@herffjones.com](mailto:mmanning@herffjones.com)

SIGNATURE: \_\_\_\_\_

PAYMENT TYPE:  Cash  M.O. # \_\_\_\_\_ CHECK #: \_\_\_\_\_ 2523

Office use: Auth Cd \_\_\_\_\_

Credit Card# \_\_\_\_\_ Expires: \_\_\_\_/\_\_\_\_

Cardholder Name: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Amount charged: \$ \_\_\_\_\_

This order is subject to audit. In case of error, the price will be corrected.

Subtotal	\$
Handling	\$ 10.00
Total	\$
Tax	\$
Grand Total	\$
Amount Paid	\$
Balance Due	\$

OFFICE USE: TO DELIVER/NOTES

REP INITIALS: \_\_\_\_\_

HERFF JONES GRAD PACKS

# CLASS OF 2023



## GRAD PACKAGE A // \$135<sup>00</sup>

- 25 Custom Announcements
- 25 Graduate Namecards
- Classic T-Shirt\*
- Classic Hoodie\*
- Keychain\*
- Memory Ice Tassel or Stack Tassel\* (circle one)
- Cap, Gown, and Tassel Unit

## GRAD PACKAGE B // \$170<sup>00</sup>

- 25 Custom Announcements
- 25 Graduate Namecards
- Classic Hoodie\*
- Classic T-Shirt\*
- Pom Beanie\*
- Lanyard\*
- Diploma Plaque\*\*
- Cap, Gown, and Tassel Unit

## GRAD PACKAGE C // \$225<sup>00</sup>

- 50 Custom Announcements
- 50 Premium Namecards
- Classic T-Shirt\*
- Classic Hoodie\*
- Keychain\*
- Diploma Plaque\*\*
- Memory Ice Tassel or Stack Tassel\* (circle one)
- Cap, Gown, and Tassel Unit

\*These items will be received when orders are placed in-school.

\*\*Diploma Plaque delivered after graduation.

All caps and gowns will be delivered in the spring. Students are encouraged to pay attention to announcements throughout the year for exact order and delivery dates. Online orders will be mailed to the address provided. Additional items available online at [herffjones.com](http://herffjones.com)

Michael Manning // 866.238.5336 // [highschoolcs@herffjones.com](mailto:highschoolcs@herffjones.com) // [herffjones.com](http://herffjones.com)

