

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 three easy steps!

1. Provide your contact and sizing information by clicking [here](#). This information will ensure your gown fits appropriately, and that we can contact you and your family about any critical graduation information throughout the year. Providing this information secures your cap and gown order, which is provided at no charge to students.

2. Check out our digital catalogs [here](#). Herff Jones provides a variety of products that are guaranteed to meet your needs for the celebration.

3. Place your order [here](#). Your school's official announcements, apparel, and rings can only be purchased at this link. 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. Office hours by appointment only, please contact 408.371.0600 to schedule.

Congratulations Class of 2021. 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: ___/___/___

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
representing HERFF JONES
43038 Christy St
FREMONT CA 94538
866.238.5336 408.371.0600

This form expires after
12/18/2020
Late order pricing begins
1/1/2021

*Download Herff Jones
"Right Size" App

Provide
us your
contact
info

ENTER
PKG #
HERE

2

Select
your
package

STEP #2: GRADUATION SIMPLIFIED - SELECT YOUR PACKAGES (*INDICATED ITEMS DELIVERED ON ORDER DAY)

#1 CLASSIC PACKAGE - \$150.00

- 25 2021 Official School Announcements
25 Traditional Graduate Namecards
25 Tissue Inserts
25 Class Envelope Seals
25 Traditional Thank You Notes (Choose Below)
60 Return Address Labels
25 Party Invites
1 *Memory Tassel
1 *2021 Senior T-Shirt
1 *FREE 2021 Metal Keychain
1 *2021 Pom Beanie
THANK YOU NOTE COLOR (Please Circle)
RED BLUE PINK
GREEN PURPLE SILVER
GOLD ON WHITE GOLD ON IVORY
^^UPGRADE TO TIE-DYE \$3.00^^
CIRCLE A SIZE
S M L XL XXL

#2 GRADUATE PACKAGE (Most Popular !!) - \$233.00

- 30 2021 Official School Announcements
50 Premium Graduate Namecards
25 Tissue Inserts
25 Class Envelope Seals
25 Traditional Thank You Notes (Choose Below)
60 Return Address Labels
25 Party Invites
1 Diploma Plaque
1 *Ice Tassel
25 QR CODE HJ SMARTSHARE
1 *2021 Basic Hoodie
1 *Metal Keychain
THANK YOU NOTE COLOR (Please Circle)
RED BLUE PINK
GREEN PURPLE SILVER
GOLD ON WHITE GOLD ON IVORY
UPGRADE TO PREMIUM HOODIE (ADD \$10.00)
CIRCLE A SIZE
S M L XL XXL

#3 SUPERIOR PACKAGE - \$345.00

- 50 2021 Official School Announcements
50 Premium Graduate Namecards
50 Tissue Inserts
50 Class Seals
50 Traditional Thank You Notes (Choose Below)
60 Return Address Labels
1 Diploma Plaque
1 *Class Jewelry
1 *ICE Tassel
50 QR Codes HJ SMARTSHARE
1 *Basic Hoodie
1 *FREE Metal Keychain
1 FREE BACKPACK
1 *2021 POM BEANIE
THANK YOU NOTE COLOR (Please Circle)
RED BLUE PINK
GREEN PURPLE SILVER
GOLD ON WHITE GOLD ON IVORY
UPGRADE TO PREMIUM HOODIE (ADD \$10.00)
CIRCLE A SIZE
S M L XL XXL

STEP #3: GRAD PACKS

GRAD PACK A - \$137.00

- 25 Official School Announcements
25 Graduate Namecards
1- DIPLOMA PLAQUE
1- ICE Tassel *
1- Basic Hoodie *
1- Metal Keychain *
*Tie-Dye T-Shirt Add on () Add \$20.00
*Full Zip Windbreaker Upgrade () Add \$15.00
*Premium Hoodie Upgrade () Add \$10.00
Size S M L XL XXL

GRAD PACK B - \$119.00

- 25 Official School Announcements
25 Graduate Namecards
1- Basic Hoodie *
1- 2021 T-shirt*
1- Metal Keychain
1- Lanyard
*Premium Hoodie Upgrade () Add \$10.00
*Tie-Dye T-Shirt Upgrade () Add \$3.00
*Full Zip Windbreaker Upgrade () Add \$15.00
Size S M L XL XXL

GRAD PACK C - \$155.00

- 50 Official School Announcements
50 Graduate Namecards
1- Basic Hoodie *
1- ICE Tassel *
1- Metal Keychain *
1- POM Beanie *
*Premium Namecard Upgrade () Add \$10.00
*Premium Hoodie Upgrade () Add \$10.00
*Full Zip Windbreaker Upgrade () Add \$15.00
Size S M L XL XXL

#5 TOTAL IT

Package Total \$
Upgrades \$
Add-Ons \$

STEP #4: ADD ITEMS TO YOUR ORDER

QTY PRICE

- 1. Official Graduation Announcements \$1.45 each 30 \$43.50 50 \$72.50 75 \$108.75 100 \$145.00 AN
2. Graduate Namecards (Uses Formal Name) Pack of 50 \$19.99 Each Add'l Pack of 50 \$6.00 Pack of 25 \$17.99 TR
3. Premium Graduate Namecards, Pack of 50 (Uses Formal Name) Per Pack \$29.99 Each Additional Pack \$8.00 PR
4. Tissue Inserts (25 Per Pack) Per Pack \$9.50 F
5. Class Envelope Seals (25 Per Pack) Per Pack \$9.50 EN
6. Traditional Return Address Labels, Pack of 60 (Uses Formal Name) Per Pack \$14.50 Each Additional Pack \$8.75 R
7. Traditional Party Invitations (25 Per Pack) Per Pack \$14.50 G
8. Traditional Thank You Notes (25 Per Pack) Circle Color Below Per Pack \$14.50 TH
9. Personalized Notecards (50 Per Pack) Circle Style & Font Below Per Pack \$31.00 Each Additional Pack \$17.99
10. HJ SmartShare 10 Pack \$10.00 25 Pack \$24.00
11. Keepsakes Graduate Portfolio (PO) \$32.99 Memory Album (ME) \$31.99 Premium Thank You Gift (PT) \$28.99 DIPLOMA PLAQUE \$34.99
12. Frames & Shadow Boxes Deluxe Frame (SI) \$85.00 Shadow Box 12x16 (SI) \$60.00 Signature Frame (SI) \$25.99 Premium Frame (SI) \$99.00 Shadow Box 16x20 (SI) \$75.00
13. Class Jewelry Choose Metal Color: Gold-Tone Silver-Tone Choose Style: Class Key Only (A) \$19.99 Key w/18"-20" Adjustable Chain (B21) \$25.99
14. Jewelry Bolo Bracelet (L21) \$25.99 Heart Necklace (N21) \$29.99 Leather Bracelet (O21) \$29.99 Reversible Dog Tag (M21) \$29.99 Spinner Necklace (Q21) \$34.99 Stealth Tassel \$20.00
15. Class of '21 Apparel 2021 Basic Hoodie Size \$35.00 2021 T-Shirt Size \$19.99 Full Zip Windbreaker Size \$49.00 PREMIUM Hoodie Size \$44.99 Tie-Dye T-Shirt Size \$24.00 Jogger Size \$26.00 Raglan T-Shirt Size \$25.00 Parent T-Shirt Size \$19.99 Striped Long Sleeve Size \$25.00 Cozy Sweatshirt Size \$34.99 Pocket Legging Size \$25.00
16. Class of '21 Swag Metal Keychain \$10.00 Lanyard \$7.00 Pom Beanie \$14.99 Drawstring Bag \$20.00 Tassel Frame \$19.00 Performance Socks \$11.00 Scrunchie \$7.00 ICE TASSEL \$16.25 MEMORY TASSEL \$10.00 STEALTH TASSEL \$20.00

4

Add To
Your
Package

STEP #6: PAYMENT INFORMATION

Make future payments online at WWW.HIGHSCHOOL.HERFFJONES.COM

Balance Due Payments can be made at www.highschool.herffjones.com
Payment in Full or \$80.00 Deposit
Cap and Gown and Announcement Items will deliver to the School
ORDER ONLINE 24/7 at www.highschool.herffjones.com
Call 866-238-5336 for assistance
SIGNATURE: _____

PAYMENT TYPE: CHECK #: 2523
Cash M.O. #
VISA MC Discover 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 \$
Tax \$
Total \$
Handling \$ 10.00
Grand Total \$
Amount Paid \$
Balance Due \$

6

Payment
info

OFFICE USE: TO DELIVER/NOTES

REP INITIALS: _____

Class of 2021



GRAD PACKAGE A // \$137

- 25 Official School Announcements
- 25 Graduate Namecards
- Diploma Plaque
- Ice Tassel*
- Classic Hoodie*
- Metal Keychain*

- ADD TIE-DYE T-SHIRT* (\$20)
- UPGRADE HOODIE TO WINDBREAKER* (\$15)
- UPGRADE HOODIE TO PREMIUM HOODIE* (\$10)

GRAD PACKAGE B // \$119

- 25 Official School Announcements
- 25 Graduate Announcements
- Classic Hoodie*
- Classic T-Shirt*
- Metal Keychain*
- Lanyard*

- UPGRADE HOODIE TO PREMIUM HOODIE* (\$10)
- UPGRADE T-SHIRT TO TIE-DYE* (\$3)
- UPGRADE HOODIE TO WINDBREAKER* (\$15)

GRAD PACKAGE C // \$155

- 50 Official School Announcements
- 50 Graduate Namecards
- Classic Hoodie*
- Ice Tassel*
- Metal Keychain*
- Pom Beanie*

- UPGRADE NAMECARDS TO PREMIUM (\$10)
- UPGRADE HOODIE TO PREMIUM HOODIE* (\$10)
- UPGRADE HOODIE TO WINDBREAKER* (\$15)

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. Orders placed in-school will receive any items with an asterisk*. Online orders will be mailed to the address provided. Additional items available online at herffjones.com

Michael Manning // 866.238.5336 // highschoolcs@herffjones.com // herffjones.com