

Thank You and Congratulations from

Balfour[®]

Balfour is dedicated to providing the highest level of workmanship to achieve total satisfaction for each customer. We offer products that are superior in quality by bringing even the smallest details of your school design alive on each announcement and diploma.

Most importantly, your Balfour sales representative will be available to service your senior class needs and answer any questions you may have concerning your announcement design and graduation accessories.

Graduation Etiquette

Custom Graduation Announcements are sent to family and friends who have a personal interest in your graduation to inform them of this milestone in your life. It is important to send to friends and family who live too far away to join in the celebrations but would enjoy sharing the good news of your accomplishment. The announcement should not be considered a request for a gift. Prepare a mailing list well in advance so that you will be sure to order sufficient quantities of Custom Graduation Announcement, Name Cards and accessories.

- Custom Graduation Announcements are accompanied by an outer envelope (gummed) and an inner envelope.
- The outer envelope should be addressed in black ink. Be sure to formally address recipients (Uncle Bob and Aunt Caroline should be addressed as Mr. and Mrs. Bob Smith. If children are included: Mr. and Mrs. Bob Smith and Family). Be sure to use complete addresses with no abbreviations.
- The inner envelope should be addressed with only the name(s) to whom it is sent in the form you would use in conversation (Mr. and Mrs. Smith, or Tom and Helen, or Grandmother and Grandfather). If children are included, list them by name on the inner envelope only (Mr. and Mrs. Smith, Susan and Jason).
- Your Name Card, identifying you as the graduate, should be placed in the slots inside your Custom Graduation Announcement. If slots are not provided, place the Name Card in the fold with your name facing away from the text. Depending on your school, you should also include a ticket to your graduation ceremony.
- Place the Custom Graduation Announcement inside the inner envelope with the folded edge down and the front facing the envelope flap. Do not tuck the flap inside the envelope.
- Insert the inner envelope into the outer envelope with the unsealed flap facing the address side of the outer envelope. Seal the outer envelope and add an envelope seal as a finishing touch.
- Your return address label should be placed in the upper left corner of your outer envelope. Mail first class.
- Custom Graduation Announcements should be mailed to arrive two weeks prior to commencement.

The same etiquette should be followed when addressing your Graduation Party Invitations and Thank You Notes. Be sure to send Thank You Notes as soon as possible to anyone who sends a graduation gift.

The buyer may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction.

READ THIS BEFORE FILLING OUT YOUR FORM

1. FILL OUT YOUR STUDENT CONTACT INFORMATION.

Print your name exactly as it is to appear on your name card. Use upper and lower case letters as appropriate with one letter per box. Example: Christopher Allen McDonald or Mary Beth Smith.

2. CHOOSE YOUR GRAD PACK

Check the box or boxes for the Grad Packs you are ordering. Remember that Grad Packs are the easiest way to order and the best value. Enter your Grad Pack price in the space provided.

3A. SUPPLEMENT OR ITEMIZE YOUR ORDER

Add to your Grad Pack or order items individually.

Select the quantity for each item and enter the price in the price column.

3B. ADD NAME CARDS TO YOUR GRAD PACK

Make sure you have enough for all your graduation needs by adding name cards to your Grad Pack.

Enter the additional Name Card Price in the space provided.

4. ENTER YOUR PAYMENT INFORMATION

If paying by credit card, please enter your credit card information.

5. TOTAL

Total all merchandise ordered and enter Product Total, add Package & Handling and enter Sub Total. Add the appropriate Sales Tax for your locality and enter Total. Subtract Amount Paid and enter Remaining Balance.

ADDITIONAL INSTRUCTIONS INCLUDED IN YOUR INFORMATION PACKET.