

**SALEM WASHINGTON ACADEMY  
CLASS OF 2010**

**INSTRUCTIONS FOR ORDERING  
GRADUATION SUPPLIES**

1. Completely fill out the heading of the order form. Use blue or black ink, press hard, print using upper and lower case letters.
2. Go to **Section 4, cap and gown section**. Fill in height and weight and the bubble for cap/gown/tassel unit. There is no cost. This unit is paid from your class treasury.
3. Go to **Section 3, line 1**. Fill in the number of invitations (announcements) you need to order. These need not be ordered in any set amount. Sit down with your parents and determine how many you need. There is no chance to order more in June!
4. Go to **Section 3, line 2**. Order name cards to place in your invitations.
5. Please be aware that packages are available which offer a savings. The invitations and name cards are included in these packages. If you order one of these, you need not complete lines 1 & 2.
6. This is all you need to order. Everything else is extra.
7. **These order forms are due to Ms. Perkins by Tuesday, February 2**. If you are ordering only a cap and gown, no deposit is required. Otherwise, a \$50 deposit is required. You may pay by cash, check (payable to Jostens) or credit card. You may pay in full if you wish.
8. There are additional instructions and information in the package.
9. These supplies will be shipped to Ms. Perkins and may be picked up in her room in May. A payment envelope will be provided for the balance owed.
10. Contact Ms. Perkins at 854-7600 ext. 258 if you have any questions.