



P.O. Box 1151
Minneapolis, MN 55440-1151

General Information

Call Toll Free: 1-877-800-4665
 Fax: 1-800-213-8166
 Online: alphabetu.com
 Email: orders@andersons.com

Office Hours
 Please visit alphabetu.com/contact-us
 for complete office hour information.



We stand behind our products and services. If an error occurs we will work with you to find a solution to ensure your satisfaction.

FIVE Easy Ways to Order

1. Online: alphabetu.com. **2. Mail** **3. Fax:** 1-800-213-8166 **4. Phone:** 1-877-800-4665.
5. Email: Scan this order form or your purchase order and e-mail it to orders@andersons.com.
Note: Do not mail the order form if you phone in the order or order online. This will result in a duplicate shipment.

THREE Easy Ways to Pay

1. Open Account We will ship open account to schools providing the order has been signed by an authorized adult. Terms are net 30 days. A 1 1/2% monthly carrying charge will be added to past due balances. There will be a minimum service charge of \$15 applied to returned checks (based on regulations of the state the check is drawn on). Credit balances not claimed or used in 90 days of invoicing become the property of Anderson's. **2. Credit Card:** VISA, MasterCard, Discover and American Express. **3. Check.**

**BUY NOW!
 Pay Later**

General Information

Custom Products Fill out the order form below and attach a sheet of paper showing your desired text, design, and placement of both.

Personalized Products Order by any of our 5 easy ordering methods. Once your order has been placed and you have received an e-mail confirmation, submit your list of names to artwork@andersons.com. Enter your order reference number in the subject line when e-mailing your list. Additional charges may apply.

Invoicing After your order has been shipped you will receive an invoice. Please pay the amount due within 30 days.

Production Time Production time is usually stated for each item. Stage props and kits are 5 school days unless otherwise noted. Allow for production and shipping time starting when we receive your order. Call toll-free 1-877-800-4665 for information on rush service.

Cancellations We cannot accept cancellation of an order for custom imprinted items once production has begun.

▲ CALIFORNIA PROP 65 WARNING - This product contains a chemical known to the State of California to cause cancer, birth defects, or other reproductive harm.

- (1) ▲ CHOKING HAZARD - Small parts. Not for Children under 3 years.
- (2) ▲ CHOKING HAZARD - Children under 8 years can choke or suffocate on uninflated or broken balloons. Adult supervision required. Keep uninflated balloons from children. Discard broken balloons at once.
- (3) ▲ CHOKING HAZARD - This toy is a small ball. Not for Children under 3 years.
- (4) ▲ CHOKING HAZARD - This toy contains a small ball. Not for Children under 3 years.

Shipping Orders are shipped UPS ground service whenever possible. Allow 6 business days for shipping within the contiguous U.S. Orders over 100 lbs. may be sent via truck and may take 7-10 business days. If your order must be sent by air to make your need date, you will be billed the expedited shipping cost. Shipping charges (see below) will be billed on your invoice. Extra shipping charges may be applied for residential delivery, increased fuel service charges and remote area surcharges in accordance with UPS ground service standard rate premiums. Due to the heavy and bulky nature of our themes and kits, an additional shipping charge equal to 10% of the total price of the theme or kit will be added to your order.



Most stock items will ship the same day if ordered by 1:00 p.m. EST. This does not apply to custom imprinted items, banners, themes, decorating kits, international orders, back orders and credit card declines.

Returns Returns are subject to a minimum 15% restocking fee. Merchandise may be returned within 30 days of receipt of order and with a Return Authorization Number. Visit alphabetu.com to obtain return authorization. Return shipping is the responsibility of sender. Apparel, caps, and gowns cannot be returned once opened.

Imprint Designs The display of any design or logo in this catalog is for demonstration purposes only and does not indicate or imply that any such design or logo may be reproduced without the authorization of the owner of the trademark, copyright or other right in such design or logo. The submission of any order constitutes a representation and warranty by the individual or entity submitting the order that such individual or entity is the owner of all trademarks or copyrighted material contained therein or has obtained any required consents or authorizations from the owner(s) to print such material.

All our products are
 Tested to **CPSIA** Standards
(Consumer Product Safety Improvement Act)



Anderson's takes great pride in ensuring that our Children's Products are in compliance with applicable product safety requirements, including the Consumer Product Safety Improvement Act of 2008 (CPSIA). We value your students' safety; and have tested all of our Children's Products your students will use to ensure that those Children's Products are compliant with and follow requirements set by the Consumer Product Safety Commission, Children's Product Certificates (CPCs) and test results from our Accredited Third Party Testing Facility for our Children's Products are available upon request.

CUSTOMER NUMBER

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PRIORITY CODE

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DATE NEEDED

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PURCHASE ORDER

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Bill To:

Name _____
 Title _____
 Name of School/Business _____
 Address _____
 City, State, Zip _____

School/Business Phone _____ Ext. _____ Fax _____ Cell _____

E-mail Address _____
 I opt in to receive e-mailed confirmation of my order and news and special offers from Alphabet U. Please use my e-mail address for confirmation of my order only.
(Please see our policy online at alphabetu.com)

Signature _____ Title _____

I have read the terms and hereby authorize shipment.

Ship To:

Check here if same as Bill To

Name _____
 Title _____
 Name of School/Business _____
 Address _____
 City, State, Zip _____

Shipping/Processing

Orders are shipped UPS ground service whenever possible; large orders may be sent via truck. If your order must be sent by air, you will be billed the actual shipping cost. The following charges are for ground shipments within the continental U.S. (excluding Alaska and Hawaii). Shipments outside this area will be billed actual shipping costs. Themes and kits will incur additional shipping charges. See above for details. Visit alphabetu.com/customer-support for current shipping prices and information.

PLEASE CHARGE MY



Card Number _____ Expr Date _____ Signature _____

Address _____

City _____ State _____ Zip _____

Page #	Qty	Item #	Item Description	Color	Size	Imprint Design # <small>(Visit us online)</small>	Background Graphic #	Imprint Color	Price Ea.	Total

Imprinted Items

Please sketch your desired text, text placement and design placement on a separate sheet of paper and mail it in with this form.

Bid Proposals Make Ordering Easier!

Anderson's would love to be a preferred vendor for your school, Early Learning Center or district! Send bid proposals to: Attn: Bid Proposals
 • Fax: 1-800-210-4423 • Phone: 1-800-831-0972
 • Email: vendorrelations@andersons.com

Subtotal
Shipping & Processing (see above)

\$25 Original Design Charge

Sales Tax (MN only)

Sales Tax (CO only)

GRAND TOTAL

MN Sales Tax

MN residents in Anoka, Dakota, Ramsey and Washington counties, please add 7.125% sales tax. MN residents in Hennepin county, please add 7.275%. All other MN residents, please add 6.875% sales tax. If tax exempt, please provide a copy of tax exempt certificate.

CO Sales Tax

CO residents in Colorado Springs, please add 7.63% sales tax. CO residents in El Paso county, please add 5.3% sales tax. All other CO residents, please add 2.9% sales tax.

Graduation Apparel Order Form

NOTE: If ordering multiple item numbers, please make a copy of this page, and fill out this form for each item number.

Step 1: Fill in item # for the set you are ordering. Set Item # _____

Step 2: Specify colors and quantities for Gowns, Caps, and Tassels.

Order GOWNS Here									
Shiny Colors	S	M	L	Matte Colors	S	M	L	XL	
Black				Blue					
Blue				Gold					
Gold				Red					
Green				Purple					
Lt. Blue				White					
Lt. Pink				TOTAL Qtys					
Regal Purple									
Ruby Red									
White									
TOTAL Qtys									

NOTE: Shiny and matte gown styles cannot be mixed.

Order CAPS Here			
Shiny Colors	Qty	Matte Colors	Qty
Black		Blue	
Blue		Gold	
Gold		Red	
Green		Purple	
Lt. Blue		White	
Lt. Pink		TOTAL Qtys	
Regal Purple			
Ruby Red			
White			
TOTAL Qtys			

NOTE: Shiny and matte gown styles cannot be mixed.

Order TASSELS Here	
Tassel Color	Qty
TOTAL Qtys	

Need help determining gown sizes?

Visit alphabetu.com for our **Graduation Gown Measurement Worksheet**, available in PDF format, to help you determine the right size gowns for your graduates! Find it where Graduation Sets are shown.

Step 3: Specify colors and/or quantities for applicable items within your set.

GRAD AWARD SETS (Include Gown, Cap, Tassel, Medallion with Neck Ribbon, Sash, and Certificate)			
KG115 KG116 KG117 KGM115 KGM116 KGM117	MEDALLION		NECK RIBBON COLORS
	Qty.	Item #	Color Qty.
		KG9841	
		KG9842	
		KG9850	
		KG9851	
		KG9858	
		KG9859	
		KGMCLY	
			SASH COLOR(S) Qty. Color
			Blue
			Gold
			Purple
			Red
			White

GRAD SET WITH SASH (Include Gown, Cap, Tassel, and Sash)	
KG112 KGM112 KG113 KG114 KGM113 KGM114	SASH COLOR(S)
	Qty. Color
	Blue
	Gold
	Purple
	Red
	White

GRAD RING SETS (Include Gown, Cap, Tassel, and Ring)		
KG1020 KGM020	RINGS	
	Qty.	Color
		KGYRRG
		KGABCRG
		KGRDRG
		KGHRNG
		KGCRYR
		KGPRNG

CUSTOM SASH GRADUATION SET (Include Gown, Cap, Tassel, and Full-color Sash)		
KG1014 KGM014	BACKGROUND GRAPHIC #	CUSTOM TEXT FOR SASH
		Right Side
		Left Side

GRAD SPECIAL (Include Gown, Cap, Tassel, Ribbon, and Teddy Bear)				
KG1009 KGM009	RIBBONS		BEARS (CAP & GOWN COLOR)	
	Qty.	Item #	Qty.	Color
		KGR15K	Black	Purple
		KGR15B	Blue	Red
		KGR15R	Gold	White
			Green	

DELUXE GRAD SETS (Include Gown, Cap, Tassel, and Hood OR Stole)					
KG1011 KGM011	HOOD COLOR(S)		KG1012 KGM012	STOLE COLOR(S)	
	Qty.	Color		Qty.	Color
		Blue		Black	Purple
		Red		Blue	Red
		Gold		Gold	White
		White		Green	

GRAD SET WITH YEAR SASH (Include Gown, Cap, Tassel, and Graduate Year Sash)			
KG1016 KGM016	SASH COLOR(S)		
	Qty.	Color	Qty. Color
		Blue	Red
		Gold	White

HANDPRINT DIPLOMA SETS (Include Gown, Cap, Tassel, and Diploma)			
KG1017 KGM1017	DIPLOMA STYLE		
	Qty.	Style	Qty. Style
		Pre-K	Kindergarten
		Preschool	Head Start

FLEXICOOL GRAD SET (Includes Cap/Gown Set and Tassel)			
KGC019	Qty.	Cap/Gown Set Color	Tassel Colors: Indicate quantities and colors in chart above
		Color	
		Blue	
		Red	
		White	