



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](http://alphabetu.com)

Email: [orders@andersons.com](mailto:orders@andersons.com)



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](http://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](mailto: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](mailto: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. Themes 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.

## Office Hours

Please visit [alphabetu.com/contact-us](http://alphabetu.com/contact-us) for complete office hour information.

**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](http://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.

**Catalog Effective** Current listed prices are valid through December 31, 2018. Anderson's reserves the right to change prices at any time. Visit [alphabetu.com](http://alphabetu.com) or call for up-to-date price information.

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

Yellow outlined box on back cover

#### PRIORITY CODE

Blue outlined box on back cover

#### DATE NEEDED

#### PURCHASE ORDER #

#### 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 see our policy online at [alphabetu.com](http://alphabetu.com)) ☐ Please use my e-mail address for confirmation of my order only.

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.

Total Amount	Charge
\$0.01-\$25.00	\$11.99
\$25.01-\$50.00	\$14.99
\$50.01-\$75.00	\$17.99
\$75.01-\$100.00	\$22.99
\$100.01-\$150.00	\$27.99
\$150.01-\$200.00	\$33.99
\$200.01-\$250.00	\$39.99
\$250.01-\$300.00	\$44.99
\$300.01-\$400.00	\$49.99
Each add'l \$100	\$16.49

#### PLEASE CHARGE MY



Card Number \_\_\_\_\_ Expr Date \_\_\_\_\_ Signature \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Page #	Qty	Item #	Item Description	Color	Size	Imprint Design # (Visit us online)	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](mailto:vendorrelations@andersons.com)

#### Subtotal

Shipping & Processing (see above)

\$25 Original Design Charge

CO, MN, & WA Sales Tax\*

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 Anoka, Dakota, Ramsey and Washington counties, 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.

△ CALIFORNIA PROP 65 WARNING. This product contains a chemical known to the state of California to cause cancer, birth defects, and reproductive harm

# 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	XL	Matte Colors	S	M	L	XL
Black					Blue				
Blue					Gold				
Gold					Red				
Green					Purple				
Lt. Blue					White				
Lt. Pink					TOTAL Qty				
Regal Purple									
Ruby Red									
White									
TOTAL Qty's									

NOTE: Shiny and matte gown styles cannot be mixed.

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

NOTE: Shiny and matte cap styles cannot be mixed.

Order TASSELS Here	
Tassel Color	Qty
TOTAL Qty's	

### Need help determining gown sizes?

Visit [alphabetu.com](http://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.

NOTE: If ordering any set on pages 3, 8, and 9, T-Shirt Grad Set (pg. 10), or Gift Pack Graduation Sets (pg. 11), do not complete step 3.

GRAD AWARD SETS, (Includes Gown, Cap, Tassel, Medallion with Neck Ribbon, Sash, and Certificate)			
KG115 KG116 KG117 KGM115 KGM116 KGM117	MEDALLION		NECK RIBBON COLORS (pg. 50)
	Qty.	Item #	Color Qty.
		KGMCLY	_____
		KG9851	_____
		KG9841	_____
		KG9842	_____
		KG9858	_____
		KG9859	_____
		KG9850	_____
		SASH COLOR(S)	
		Qty.	Color
			Blue
			Gold
			Purple
			Red

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

CUSTOM SASH GRAD SETS, (Includes Gown, Cap, Tassel, and Full-color Sash)		
KG1014 KGM014	BACKGROUND GRAPHIC #	CUSTOM TEXT FOR SASH
		Right Side
		Left Side

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

GRAD RING SETS (Includes Gown, Cap, Tassel, and Ring)	
KG1020 KGM020	RINGS
	Qty. Color
	KGYYRG
	KGABCRG
	KGRDRG
	KGPRNG
	KGHRHG
	KGCRYR

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

GRAD SET WITH 2018 SASH (Includes Gown, Cap, Tassel, and 2018 Graduate Sash)			
KG1016 KGM016	SASH COLOR(S)		
	Qty.	Color	Qty. Color
		Blue	Red
		Gold	White

HANDPRINT DIPLOMA GRAD SETS (Includes Gown, Cap, Tassel, and Handprint Diploma)			
KG1017 KGM017	DIPLOMA CHOICE		
	Qty.	Level	Qty. Level
		Preschool	Pre-Kindergarten
		Head Start	Kindergarten