



Class Of 2020

GRADUATION ORDERING



OBLIGATORY ORDERING. All graduating seniors are **required** to order caps, gowns, tassels, & medallions.



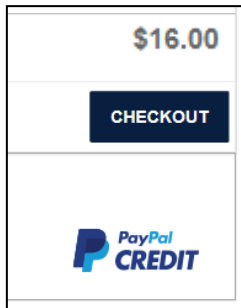
1. Go to <http://www.jostens.com/>. At “ Get Started by Finding Your School or Group Name ”, type “ **western sc** ” and click on our school “ **Western School of Technology Baltimore** ”. On the next webpage, click on “ **Graduation** ”.
2. At the bottom of the next webpage, go to “ **BROWSE ALL GRAD & CAP/GOWN** ” and near the bottom of that webpage, click “ Browse All Cap & Gown Products ”.
3. Under “ **INDIVIDUAL PRODUCTS** ”, click the first box, “ Cap, Gown, Tassel Medallion ”.
4. On the next webpage, select your “ **HEIGHT** ”, “ **WEIGHT** ” and whichever “ **GOWN COLOR** ” you prefer. All four items cost \$16 (with tax).
5. Then click “ **Add to Cart** ” and “ **VIEW CART >** ”. Type your “ **Recipient First Name:** ” and “ **Recipient Last Name:** ”.

OPTIONAL ORDERING. Seniors **may** order graduation announcements **if desired**.



6. Click “ **CONTINUE SHOPPING** ”, “ **Graduation** ” and “ **BROWSE ALL GRAD & CAP/GOWN** ”. On the next webpage, click on, “ Official School Announcements ”.
7. One set of twenty-five announcements and cards costs \$31.25 (plus tax), but you may order more sets. Under “ **QUANTITY** ,” click the drop-down menu to select how many sets you want to order, noting the increased price for each additional set. Click “ **NEXT >** ” and “ **No thanks, I just need school announcements** ”.
8. Click “ **VIEW CART >** .”

PAYMENT. When you complete the obligatory and/or optional ordering, follow these instructions to **pay**.



9. Confirm your order and your name. Click “ **CHECKOUT** ” to proceed to pay by credit card or Pay Pal.
10. “ **New Customers** ” need to “ **CONTINUE AS A GUEST** ” to enter information and “ **CONTINUE** ” to enter credit card information. On the next page, you should uncheck “ **EMAIL SUBSCRIPTIONS** ” and under “ **SAVE YOUR INFORMATION** ,” check “ **Create Account** .” and read the instructions.
11. Finally, “ **SUBMIT ORDER** ” and “ **Print Receipt** .” Record your login credentials below for when you check your order later. **Be sure to keep your receipt (as proof of ordering!) and this flyer in a safe place where you can find them.**
(username: _____ & password: _____)

DUE DATE. **All orders must be completed by January 31.** Before this deadline, your cost for the obligatory ordering is only \$16. However, as of February 1, your cost increases to \$40! So please order no later than January 31!

DELIVERY. Announcements will be delivered by Jostens to Western soon after you order them; they may be ordered all spring. Caps, gowns, tassels, and medallions will be shipped to Western in the spring.