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/](http://www.jostens.com/). At “School or Group Name”, type “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, “**HEIGHT**”.

4. On the next webpage, select your “**HEIGHT**”, “**WEIGHT**”, “**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.