

Setting up a Group Package order with Homeschool Diploma.com

The following information will need to be determined by the group. After we have received it from you, we will put up the group's ordering page and coupon so that each family can come to the web site to place their own order by the deadline that the group decides on.

1. How many graduates plan to order the package (cap, gown, tassel, diploma and cover)?

- a. 5 to 9 graduates
- b. 10 to 24 graduates
- c. 25 to 34 graduates
- d. 35 to 50 graduates
- e. More than 50 graduates

2. What ordering deadline will work best?

- a. October 18, 2010
- b. November 8, 2010
- c. December 13, 2010
- d. January 17, 2011
- e. February 14, 2011
- f. March 7, 2011 (not available for group size A or E)

3. Cap and Gown colors – choose one option:

- a. All caps and gowns the same: Color: _____
- b. Two colors – Male: _____ Female: _____
- c. Every graduate will select their own color

4. Tassel Color - choose one option:

- a. All Tassels the same: Color(s) from our stock collection: _____
- b. Two color(s) from our stock – Male: _____ Female: _____
- c. Every graduate will select their own color from our stock
- d. Custom (un-stocked color) for the whole group (must be ordered in even dozens and may contain up to three colors): _____

5. Diploma Cover - choose one option:

- a. Everyone will have the same diploma cover color and style
 - i. Black Soli Deo Gloria Seal
 - ii. Black Excellence in Home Education seal
 - iii. Navy Soli Deo Gloria Seal
 - iv. Navy Excellence in Home Education seal
 - v. Maroon Soli Deo Gloria Seal
 - vi. Maroon Excellence in Home Education seal
- b. Everyone's cover will be the same color, but the graduates will select their own design for the cover. Color: _____
- c. Each graduate can select any color and design combination for their diploma cover

6. Announcements –

- a. Announcement "add-on" is available for the package plan -- Everyone gets the minimum of 30 announcements and 50 of the traditional name card, with the option of increasing their quantities (Distinctive announcement designed by the group, everyone gets the same card. See chart on-line for prices). There must be a minimum of ten graduates getting the "add-on" to qualify for this pricing.

- b. **OR** – those who are interested in ordering announcements can choose one Distinctive announcement design and text. There is a minimum group total of 300, with orders in multiples of ten and no minimum per graduate. (For example, this could be 30 graduates getting 10 cards each, or two families getting 150 cards each).
 - i. If interested in group announcements, what price/quantity category?
 - 1. 300 – 490
 - 2. 500 – 990
 - 3. 1,000 – 1,900
- c. **OR**-- Each family can “do their own” announcements. If they order from our main web site before the group’s order deadline, their announcements will be shipped with the group’s order and will receive free shipping.

7. If there are those in the group who do not have the ability to order on-line, how will the group handle their orders?

- a. Those families will call in their order, understanding that they will pay the “web price” for the items instead of the group’s discounted prices
- b. The group will provide volunteers to help them by placing the orders on their behalf

8. The group’s graduation date, if known: _____

Cap and gown colors available:

- Black
- White
- Navy Blue
- Royal Blue
- Red
- Forest Green
- Rose (pink)
- Maroon
- Purple
- Emerald Green
- Bright Gold
- Antique Gold*
- Brown*
- Burnt Orange*
- Old Gold*
- Sky blue
- Turquoise
- Silver grey

*special order colors require 8 weeks

46 Tassel colors available:

(Tassels marked with ** have silver clamp and charm. All others have gold clamp and charm)

- | | | |
|------------------------|--------------------|------------------------|
| Black | Black and Pink ** | Black and Royal Blue** |
| Black** | Black and Purple** | Black and Silver** |
| Black and Bright Green | Black and Red | Black and White** |
| Black and Gold | Black and Red** | Black and Orange** |

Black and Yellow
Black, Red & White**
Emerald Green & White**
Forest Green and Gold
Forest Green and Silver**
Gold
Gold and White
Green (bright green)**
Maroon and Gold
Maroon and Silver**
Maroon and White**
Navy**
Navy

Navy and Gold
Navy and Silver**
Navy and White**
Pink and White**
Purple**
Purple and Gold
Purple and Silver**
Red**
Red and Gold
Red and White**
Red and Silver**
Red, White & Royal Blue
Red, White & Navy Blue **

Royal**
Royal and Gold
Royal and Silver**
Royal and White**
Silver**
Sky Blue and White
Turquoise and Black**
Turquoise and White**
White**
Yellow