



# HOUSE OF GRADUATES

► **PRETORIA:** 1166 Francis Baard Street, Hatfield, Pretoria

► **DURBAN:** 110 Umhlanga Rocks Drive, Durban North

► **CAPE TOWN:** Unit 7A Nobel Park Shopping Centre, Avondstil, Cape Town

► **TRADING HOURS:** Mon- Fri, 08h00- 17h00 & Sat, 08h30- 13h00

► **WHATSAPP:** 076 675 7799

✉ [up@houseofgraduates.co.za](mailto:up@houseofgraduates.co.za)

► **NATIONAL CALL CENTRE:** 031 301 8015

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## UNIVERSITY OF PRETORIA (UP) 2023 ORDER FORM FOR GRADUATION ATTIRE

Dear UP Graduand,

Congratulations on your achievement! House of Graduates is proud to be an official supplier of graduation attire on this memorable occasion.

- If you are **HIRING** the graduation attire kindly read **SECTION A** of our order form.
- If you are **PURCHASING** the graduation attire kindly read **SECTION B** of our order form.

Please read the information provided on this order form carefully. You are more than welcome to contact us via telephone, email, SMS, or Whatsapp should you have any questions or queries.

### PRICING:

#### PLEASE NOTE:

- Upon collection of hired attire, we require **R200 IN CASH** which will be held as a security deposit. This is in addition to the hire charges below.

Please circle the items you require on the table below.

DESCRIPTION	HIRE PRICE	SALE PRICE
<b>CERTIFICATE &amp; DIPLOMA: GOWN, HOOD &amp; CAP</b>	<b>R120</b>	<b>R1,100</b>
- Gown Only	R60	R660
- Hood Only	R60	R220
- Cap Only	R60	R220
<b>BACHELORS: GOWN, HOOD &amp; CAP</b>	<b>R135</b>	<b>R1,160</b>
- Gown Only	R60	R660
- Hood Only	R60	R280
- Cap Only	R60	R220
<b>HONOURS: GOWN, HOOD &amp; CAP</b>	<b>R135</b>	<b>R1,210</b>
- Gown Only	R60	R660
- Hood Only	R60	R330
- Cap Only	R60	R220
<b>MASTERS: GOWN, HOOD &amp; CAP</b>	<b>R170</b>	<b>R1,300</b>
- Gown Only	R60	R660
- Hood Only	R70	R420
- Cap Only	R60	R220
<b>PHD: GOWN, HOOD &amp; BONNET</b>	<b>R220</b>	<b>R3,740</b>
- Gown Only	R110	R2,200
- Hood Only	R110	R770
- Bonnet Only	R110	R770

## SECTION A: INFORMATION TO HIRE GRADUATION ATTIRE

If you are **HIRING** the graduation attire kindly follow the steps below:

- Complete the personal details section below.
- Payment can be made in cash/ credit card/ debit card/ Zapper at our office, OR in advance via ATM deposit/ EFT. NB:
  - Please use the FNB ATM to make cash deposits. Do not deposit cash inside the FNB branch at the teller.** If you are unable to deposit cash via the ATM please pay in cash/ card/ Zapper when collecting your graduation attire.
  - Do not email us your payment confirmation. **You MUST however present your original payment confirmation upon collection.**
- You can collect your attire:
  - At our store **from 5 working days before your ceremony.**
  - A **refundable deposit of R200 is required upon collection** of the hired graduation attire.
- The hired graduation attire must be returned after the graduation ceremony. **A late return fee of R100 per day will be levied if the attire is not returned to our office within 3 working days.** In the event of damage the hirer will be compelled to pay House of Graduates the full retail price as shown on this pricelist.
- We stock all sizes and will assist with a fitting upon collection of your graduation attire.
- We are available at the graduation venue on the day of your ceremony however we encourage payment and collection to be done in advance.

## SECTION B: INFORMATION TO PURCHASE GRADUATION ATTIRE

If you are **PURCHASING** the graduation attire kindly follow the steps below:

- Complete the personal details section below.
- Payment can be made in cash/ credit card/ debit card/ Zapper at our office, OR in advance via ATM deposit/ EFT. NB:-
  - Please use the FNB ATM to make cash deposits. Do not deposit cash inside the FNB branch at the teller.** If you are unable to deposit cash via the ATM please pay in cash/ card when collecting your graduation attire.
  - Do not email us your payment confirmation. **You MUST however present your original payment confirmation upon collection.**
  - You can collect your graduation attire at our store once payment is made. Alternatively, your attire can also be posted or couriered to you at an additional cost of R280.
- We stock all sizes and will assist with a fitting upon collection of your graduation attire.
- We are available at the graduation venue on the day of your ceremony however we encourage payment and collection to be done in advance.

### YOUR PERSONAL DETAILS:

Full Name: \_\_\_\_\_

Cell Number: 

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Full Name of Degree Conferred: \_\_\_\_\_

Date of Graduation Ceremony: \_\_\_\_\_

Time of Graduation Ceremony: \_\_\_\_\_

Any Special Requirements? E.g. Require An Additional Hood From A Previous Degree Conferred or Require A Very Small/ Very Large Gown, Etc: \_\_\_\_\_

**NB: Please contact us a minimum of 7 working days before your ceremony for any special requirements.**

Signature (To acknowledge the terms and conditions of Section A above): \_\_\_\_\_

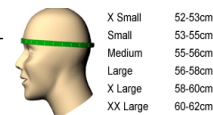
If you are **PURCHASING** kindly complete the following:

Residential/ Delivery Address: \_\_\_\_\_

Height (Head to toe) & Pants or Dress Size: \_\_\_\_\_

**FOR PHD / DOCTORS:** Head Measurement (Around your head, above your ears): \_\_\_\_\_

**NOTE: ALL PHD/ DOCTORS SHOULD CONTACT HOUSE OF GRADUATES IN ADVANCE FOR CUSTOM SIZING.**



### OUR BANKING DETAILS:-

Bank : FNB  
 Account No : 621 299 777 68  
 Account Holder : House of Grads  
 Branch : Umhlanga Crescent  
 Branch Code : 220 629  
 Reference : **Surname + Graduation Date** e.g. If your name is Jesse Zuma & your graduation date is 03 April, your reference will be ZUMA0304