



Unique Recognition

# Electronic Faculty Regalia Order Form UNC Convocation

TO SUBMIT ORDER, Click on link below and enter numbers for access.

**[ORDER FACULTY REGALIA](#)**

**Customer Number: 05000380000**

**Order Number: 3847353**

Using the drop down menu, find your name, click on it then hit continue. Click "Edit Order" and review your order. Please add your Department and Email Address. You will receive an immediate email confirmation of your order. If your name does not appear, simply click on "New Faculty Member" and follow instructions. You will receive an immediate email confirmation of each order. If you do not, you must call Unique Recognition immediately at 970-663-2668.

**ON-LINE ORDERING DEADLINE:** **THURSDAY, AUGUST 11, 2016 at 3:00 p.m.**

## **DISTRIBUTION & PAYMENT:**

Once you have placed your order, call Unique Recognition with your departmental credit card OR personal credit card by calling our office at 970.663.2668. Summer office hours are Monday-Thursday from 9:00 am – 3:00 pm.

**On-Site Order Pickup:** Your regalia can be picked up from Stacy Sharp, Registrar's Office on Wednesday, August 17<sup>th</sup>, 2016. She can be reached at 970-351-1889

## **REGALIA RETURN:**

Please return rented regalia items to the Registrar's office by Friday, August 26<sup>th</sup>, 2016.

## **REGALIA PRICES:**

Gown, Cap, Tassel & Hood - \$48.00  
Gown, Cap & Tassel Only - \$22.00  
Hood Only - \$26.00  
Gown Only - \$22.00  
Cap Only - \$15.00  
Tassel Only - \$8.00

## **IF YOU MISSED THE ON-LINE ORDERING DEADLINE:**

Due to the very short time frame between deadline and the UNC Convocation, please call Unique Recognition directly. We will do our best to serve you however we cannot promise anything. Our phone number is 970-663-2668.