HARCOURTS
Official Robemakers and Tailors
Since 1842
19 Duncan Street
3rd Floor ~ Toronto ~ M5H 3H1
Email: info@harcourts.com
Website: www.harcourts.com

DSR
D. Shuter Robes Ltd.

Academic Rentals

In order to provide our customers with the best possible service, we have outlined as follows, a set of terms and conditions. We would appreciate your co-operation.

1. Please fill out order form. Verbal orders will not be accepted
2. Advise of your requirements as early as possible. ***All orders will be filled in order of receipt. Order Early.***
3. Changes to rental orders will be accepted up to 10 business days prior to the convocation
4. Gowns will be shipped in cartons or cases on hangers. Hoods will be bagged and marked as to the university and degree
5. Every effort will be made to provide the proper hood. Where necessary, we reserve the right to substitute the closest hood. ***If substitutions are not acceptable, please note this on your order***
6. Shipments are made to arrive 1-2 days prior to the ceremony, unless other arrangements have been made. It is imperative that the gowns and hangers be returned on the following Monday to arrive on the Tuesday, latest. They will be shipped to the next customer on the Wednesday. Rentals not returned on time will be subject to additional charges.
7. All transportation costs are your responsibility.
8. ***All Boards of Education Purchase Orders must be received prior to delivery of order.***
9. Any shortages must be reported upon receipt and prior to use.
10. Souvenir mortarboards with year charm are available for purchase upon request.
11. Rental Rates: (Special contract pricing available on request)
12. **The replacement cost for gowns and hoods not returned with your order will be charged to the customer at the cost of $50.00 each.**
13. **The replacement cost for mortarboards not returned with your order will be charged to the customer at the cost of $25.00 per mortarboard.**

	Singles	2 to 10	11 to 99	100 to 249	250 & Over
Gown's	$22.00	$12.00	$8.00	$7.50	$7.00
Hood's	$22.00	$11.00	$9.00	$8.00	
Mortarboards	$11.00	$7.00	$6.00	$5.00	

PST and GST are applicable

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Delivery Information **PLEASE SPECIFY**	**Ceremony Date: IMPORTANT**
Ship : One Way	
Ship : Both Ways	

Bill To:	**Ship to:**
Address:	Address:
Phone Number	Phone Number
Fax Number	Fax Number

Contact Person:

Gown Quantities:	**Mortarboard Quantities**
Small (to 5'4") x	Small x
Medium (to 5'7") x	Medium x
Large (to 5'11") x	Large x
Extra Large (over 6') x	

University	**Degree**	**Hoods per Degree**

Academic Rental Form

University	Degree	Hoods Per Degree