360 Adelaide Street West, Suite 300 Toronto ON M5V 1R7 Phone: 416-977-4408 Fax: 416-977-3856 HST#828421107

Academic Rental Form HARCOURTS 1842

Delivery Information Ship (Circle one): On way Both ways Ceremony date: _____ Required by: _____ Purchase order No. _____ Bill to: ______ Contact person: ______ Phone: ______ Email: ______ Phone: ______ Email: ______ Address: _______

Gown Rental

Sizes	Qty/Each	Colour (please specify)	Specialty gowns (Full Fit, Wheel chair or below 4'6 height please specify)
XS (5'0-5'2)			
S (5'3-5'5)			
M (5'6-5'8)			
L (5'9-5'11)			
XL (6'0-6'2)			
XXL (6'3-6'5)			

Notes

Please note that Harcourts is no longer able to rent hoods for your convocation ceremonies if the order does not include the rentals of gowns.

If you wish to place a hood order with your gown order, please email **service@harcourts.com** for an Excel sheet that can be filled out and emailed back in an Excel form. Please note that forms faxed to Harcourts either typed in Excel or hand written will not be accepted.

Every gown order Harcourts ships to our clients come on hangers that are supplied at no charge to our clients. Please note that there will be a **surcharge of \$0.75** for each gown that is not returned on it's original hanger.

All orders must be received **4 weeks BEFORE** your ceremony date. If the required by date is filled in, then that date will take precedence. Any changes to your order will be accepted **1 WEEK prior** to your Ceremony date or Required date, whichever is earliest.

All returns should be sent to

Harcourts 83 Strada Drive Unit A Woodbridge, ON L4L 5V9