

Delivery Information

Ship (Circle one): **On way** **Both ways** Ceremony date: _____ Required by: _____

Purchase order No. _____

Bill to: _____

Contact person: _____

Phone: _____ Email: _____

Address: _____

Ship to: _____

Contact person: _____

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**