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To: All Law Candidates for May Commencement

From: Kathy Imre, Merchandise Manager

Date: February 17, 2009

Re: Commencement Regalia

Congratulations on the completion of your studies at the University of Toledo College of Law, and good luck with all of your future endeavors. As commencement approaches, the following information is provided so that you can make the most of this momentous occasion. DEGREE CANDIDATES should either come into the bookstore, call, fax, or e-mail the information for your rental order. Please make sure the bookstore receives your order no later than **March 27, 2009. Orders received after this date may be accommodated but will entail a \$20 late fee.** The rental cost of the academic regalia is **\$63.98** plus tax. This includes rental of the gown and hood.

All rental outfits may be picked up at The U.T. Bookstore in the Student Union the week before graduation during regular store hours. It is **VERY IMPORTANT** that you pick up the gown and try it on so that there is time to make any necessary correction before commencement. Outfits will need to be returned immediately following commencement exercises. Information regarding the return of your rentals will be available when you pick up your gowns at the bookstore.

Standard Graduation Announcements are available in the bookstore in packages of 10. Standard graduate diploma frames are also in stock at the store. Class rings may be ordered at the Student Union Bookstore at any time but require six weeks for production and delivery.

We hope this letter will answer any questions regarding your commencement needs. Please contact us at the bookstore if we can be of further assistance with sizing or any other questions concerning regalia.