

Nelson Mandela University, George Campus, April 2023

Dear Nelson Mandela University Graduate

Many congratulations on your graduation and everything of the best in your future endeavours!

Croft, Magill & Watson has been contracted by Nelson Mandela University to provide you with your academic dress and, we will be on campus during your graduation ceremony to assist with all your requirements.

**HIRING OF ACADEMIC WEAR**

**No form is required.** The University has provided us with all your details.

Please pay the **exact required** amount using the following payment options: **EFT or SnapScan**. Reference your payment with student number and surname. Hire orders for campus collection only. Bring your proof of payment with when collecting your attire.

Hire Prices - GEORGE CAMPUS ONLY	
Hire Gown	R180.00
Hire Mortarboard	R120.00
Hire Hood/Neckband	R125.00
Full Outfit Special (Gown, Hood & Mortarboard)	R355.00

**PURCHASING OF ACADEMIC WEAR**

No form is required if you are collecting your order on campus (recommended). Alternatively your order can be posted to you.

**Postage**

Complete the PURCHASE ORDER FORM (next page) and email/fax the form along with your proof of payment to:

Fax: 041 586 0259

E-mail: nmugradqueries@birchs.co.za

**NB: You will need a letter of authorization from the University when collecting your order.**



Snap here to pay



**COLLECTION ON CAMPUS INSTRUCTIONS**

We will fit you out on your arrival. **If you cannot collect your attire yourself please provide the person collecting with your student card, your ID and a signed letter of permission detailing your measurements:**

**Measurements:**

**Height:** Full height - Top of head to toes (Between 1.5m and 2.1m).  
**Head measurement:** Around the head above the ears (Between 54 cm and 63 cm).

**Collection of your order:**

**Venue:** Building 319, Room 0003, WoodTech Building  
**Times:** 3<sup>rd</sup> April 2023 13:00pm to 17:00pm  
4<sup>th</sup> April 2023 07:00am to 18:00pm  
**Alternatively:** On the day of your graduation from 07:00am

**Return of hired attire:**

**Venue:** Building 319, Room 0003, WoodTech Building  
**Time:** Immediately after your graduation ceremony

**NB:** You will be liable for any damaged goods or late returns to the full retail price of the outfit. Your hire fee does not cover the value of your outfit.

**PAYMENT INSTRUCTIONS** - Posted orders to be paid and faxed / e-mailed by Monday 20<sup>th</sup> March 2023

EFT or SnapScan the full amount into our bank account, as per the purchase prices overleaf or hire prices above.

**NB: REFERENCE YOUR PAYMENT WITH YOUR SURNAME AND STUDENT NUMBER, OTHERWISE WE WILL NOT BE ABLE TO MATCH YOUR PAYMENT TO YOUR NAME.**

Bring your (HARD-COPY) proof of payment with you when collecting your attire.

**Account Name:** T Birch & Co (Pty) Ltd      **Bank:** Standard Bank  
**Account Number:** 080 191 029      **Branch Code:** 05-00-17

**STUDENTS RESIDING OUTSIDE OF SOUTH AFRICA:**

Please do not make a payment into our bank account from outside of South Africa. You may pay via credit or debit card on campus when arriving to attend your graduation ceremony.

## PURCHASE ORDER FORM

Nelson Mandela University, George Campus, April 2023

PRICE LIST: ONLY COMPLETE IF YOUR ORDER IS TO BE POSTED OR IF YOU ARE RECEIVING YOUR DOCTORATE  
To ensure that your order is legible please write clearly in block letters with a black pen.

Surname:	_____	Qualification:	_____
Initials:	_____	Faculty:	_____
Student Number:	_____	I.D. Number:	_____
Physical Address:	_____	Cellphone Number:	_____
	_____	Landline Number:	_____
Postal Code:	_____	E-mail Address:	_____

### MEASUREMENTS (MARK WITH AN X)

Correct measurements are vital to you receiving the right size.

<b>Height:</b>	Full height - Top of head to toes	(Metres)	1.45m	1.5m	1.55m	1.6m	1.65m	1.7m	1.75m	1.8m	1.85m	1.9m	1.95m	2m	2.1m
<b>Bust / Chest:</b>	All round chest measurement	(Inches)	32"	34"	36"	38"	40"	42"	44"	46"	48"	50"	52"	54"	56"
<b>Head:</b>	Around the head ABOVE the ears	(cms)	53cm	54cm	55cm	56cm	57cm	58cm	59cm	60cm	61cm	62cm	63cm		

### PURCHASE PRICES

Please tick in the customer use column if you wish for your goods to be posted.

Prices include vat and are valid until 31 DECEMBER 2023	Purchase Prices	Customer Use <input type="checkbox"/>
<b>1) GOWNS</b>		
<b>GRAD GOWNS</b>		
Texturised Polyester	R1 210.00	
Polyester Cashmere	R1 570.00	
<b>DOCTORS GOWNS</b>		
Texturised Polyester	R3 505.00	
Polyester Cashmere	R4 130.00	
<b>2) HOODS/NECKBAND (ALL FACULTIES)</b>		
Diploma/National Diploma	R345.00	
Advanced Diploma	R665.00	
Bachelors 3yr/4yr	R750.00	
Honours	R750.00	
Post Grad	R750.00	
Masters	R930.00	
Doctors	R930.00	
<b>3) MORTAR BOARDS/CAPS</b>		
Mortarboard with Tassel	R480.00	
Doctors Bonnet with Tassel	R1 985.00	
<b>4) OPTIONAL EXTRAS</b>		
Gown bag	R95.00	
Tassel	R75.00	
<b>5) DELIVERY VIA COURIER</b>		
Door to Door	R145.00	
Total cost of order to be posted		

### REFERENCE PAYMENT SLIP WITH STUDENT NUMBER AND SURNAME.

### POSTED ORDERS TO BE PAID AND FAXED/EMAILED BY MONDAY 20<sup>TH</sup> MARCH 2023

### REQUIREMENTS

CERTIFICATE	Grad Gown, Hood/Neckband & Mortarboard
DIPLOMA	Grad Gown, Hood/Neckband & Mortarboard
BACHELORS	Grad Gown, Hood/Neckband & Mortarboard
HONOURS	Grad Gown, Hood/Neckband & Mortarboard
POST GRAD	Grad Gown, Hood/Neckband & Mortarboard
MASTERS	Grad Gown, Hood/Neckband & Mortarboard
DOCTORS	Doctors Gown, Neckband & Bonnet (Doctors attire for purchase only)

### DELIVERY

<b>Hiring:</b>	No deliveries. Collection on campus only.
<b>Purchasing:</b>	No form is required if you are collecting your order on campus (recommended). Alternatively your order can be posted to you.

### OTHER

NB: Confirmation of graduation from the University must accompany this order form.

Prices quoted are only applicable in South African monetary area.

If residing outside South Africa kindly e-mail (nmugradqueries@birchs.co.za) for quotations.