

Please note: Signup for 2012 Graduation Invitation and Announcements is open to CADETS only at this time
(These instructions are for the Corps only- this document is for information only for Friend's and Family members)

SUBJECT: GRADUATION INVITATIONS & ANNOUNCEMENTS

It is time to place your order for graduation announcements, invitations and other items available and offered to you. **It is highly recommended that you share this information with your family and take your parents' wishes/advice into consideration when placing your order. It is also highly recommended that Cadets opt to mail their entire packet home.**

We have made available for your convenience a Power Point slide to assist you in placing your order, please take a few moments to review the slides and to read the following on how to order. Feel free to contact the Cadet Store (845-938-2121 or 2418) if you have any questions.

Good luck!

Ms. Lenora Grable-Grant
Manager
Cadet Store
845-938-2418

HOW TO ORDER:

To view the items via the Power Point Slide – please click here:

****<http://www.usma.edu/uscc/dca/stores/USMA%202012%20order%20package.pdf>

1. Please fill in all of the required fields correctly.
2. Names should be typed as you wish it to be engraved on the name card or engraved note cards. **Please do not use all uppercase letters.**
Example:

Thomas R. McSweeney, Jr.
Thomas Raymond McSweeney III
3. Review your order for correctness and quantities of each item ordered. (put 0 if you do not wish to order any)
4. Submit your order.
5. Charges for your order will be submitted to the Treasurer of USMA and will be deducted from your Cadet Account.
6. **All orders must be submitted by February 2, 2012. The order processing will be taken off the Internal Website at 0700 hrs, February 2, 2012, Your invitation and announcement order delivery date is expected to be at the Cadet Store NLT March 5, 2012. Orders opted to be shipped to a home address will be shipped in and or around this date.**

DESCRIPTIONS AND COSTS:

INVITATIONS: (sold in prepacks of 10 @ \$6.50/pk)

Only sent to those persons actually invited to attend the commencement ceremony at West Point, recommended to be sent out six weeks prior to the graduation date. Two matching envelopes (inner and outer of matching stock) are provided. Invitations are not personalized. **We recommend that you enclose/purchase a name card.**

ANNOUNCEMENTS: (sold in prepacks of 10 @ \$6.50/pk)

Announcement are Sent to family and friends who are not receiving invitations, this notifies the individual of your accomplishment. Announcements may be sent before or after graduation. Two matching envelopes (inner and outer of matching stock) are provided. Announcements are not personalized. **We recommend that you enclose a name card.**

CALLING/NAME CARDS: (sold in boxes of 50 @ \$7.00/box)

NAME AND RANK, Calling/Name Card is to be included with the announcements and invitations. Announcement and invitations are not printed with individual graduating cadet's name! It is highly recommended to order this item if you are planning to send out announcements, invitations or crested note cards (thank you cards).

NOTE CARDS WITH CLASS CREST (Thank You Card): (sold in prepacks of 20 @ \$3.50/pk),

To be used as a thank you note or informal note. Matching envelopes are provided.

PERSONALIZED NOTE CARDS: (Name Note Cards) (sold in prepacks of 20 @ \$4.00/pk)

Cards are imprinted with your name. To be used as a thank you note or informal note. Matching envelopes are provided.

CUSTOM ENVELOPE SEALS WITH USMA CREST: (sold in package of 10 each @ \$2.00/pk)

An elegant gold foil appliqué with Academy Seal for sealing announcements, invitations or note cards on outer envelope, it adds the right touch.

BOOKLET: (sold individually @ \$7.00 each)

(Booklets ordered will be available o/a April 20th 2012, this is a souvenir item of the graduation ceremony. The booklet contains names of all graduating cadets, class officers, Alma Mater, The Corps and the Army Blue and various photos of WP.

SHIPPING: Choose this option if you'd like your order shipped to a family member or friend for \$12.00. If this option is not chosen the package will be provided to you thru your Company Rep.

****NOTE: All items are sold in prepacks only, except for the booklets.

****Example: If a cadet needs 45 invitations he/she must decide to order 40 or 50 invitations. If the decision is for 50 invitations, place "5" in the invitation column. DO NOT write 50! This will result in 500 invitations. This applies to all prepacks.

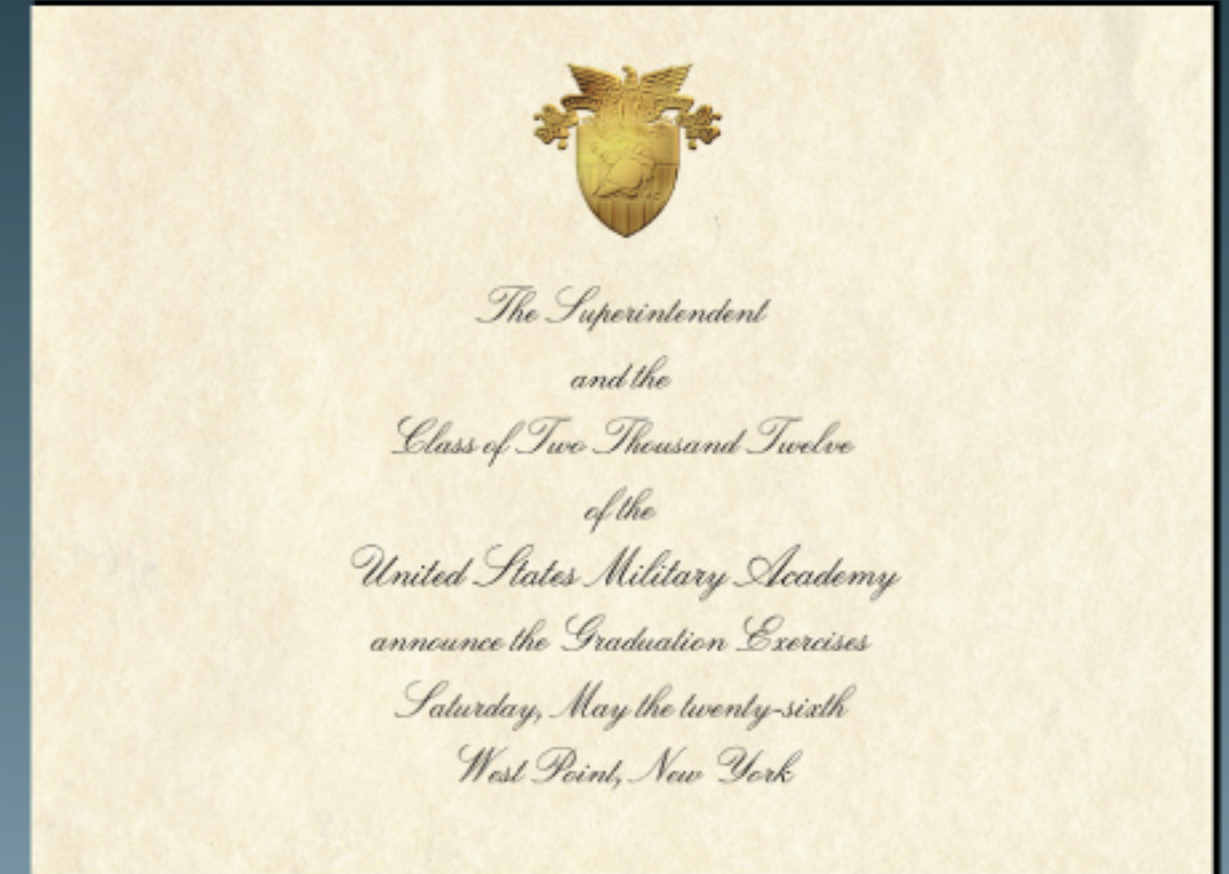
ANNOUNCEMENTS



Outside (folded)

Sold in prepacks
of 10

\$6.50 per pack



Inside

Announcements are sent to family and friends not receiving invitations, notifying the individual of your accomplishment.

Announcements may be sent before or after graduation.

Two matching envelopes (inner and outer) are provided.

We recommend purchasing and enclosing a name card; Announcements are not personalized.

Announcements will also feature an elegant etching of Washington Hall.

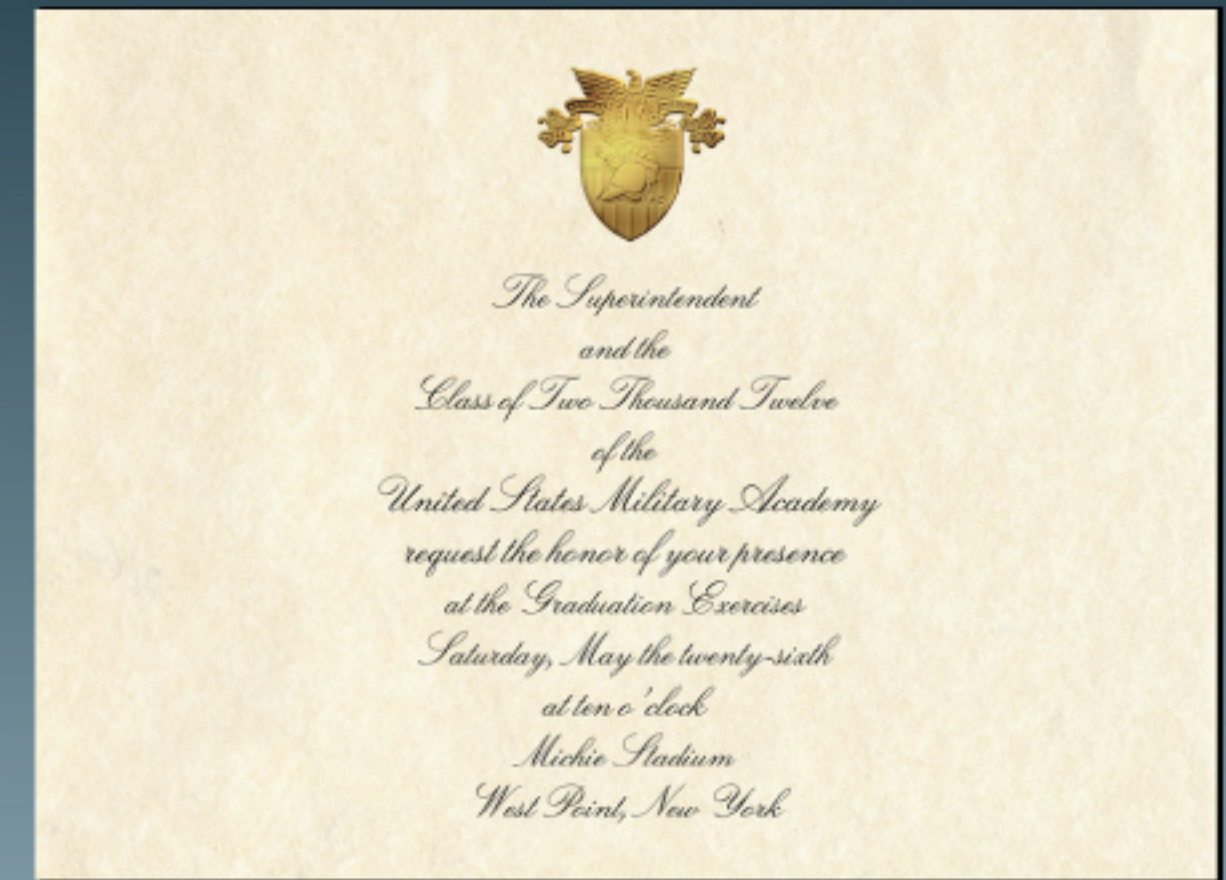
INVITATIONS



Outside (folded)

Sold in prepacks
of 10

\$6.50 per pack



Inside

Invitations are for those invited to attend the commencement ceremony at West Point.

Sent out six weeks prior to graduation.

Two matching envelopes (inner and outer) are provided.

We recommend purchasing and enclosing a name card; Invitations are not personalized.

Invitations will also feature an elegant etching of Washington Hall.

NOTE CARDS

WITH CLASS CREST



Sold in prepacks
of 20

\$3.50 per pack

For use as a thank you note or informal note.

Matching envelopes are provided.

PERSONALIZED NOTE CARDS



Sold in prepacks
of 20

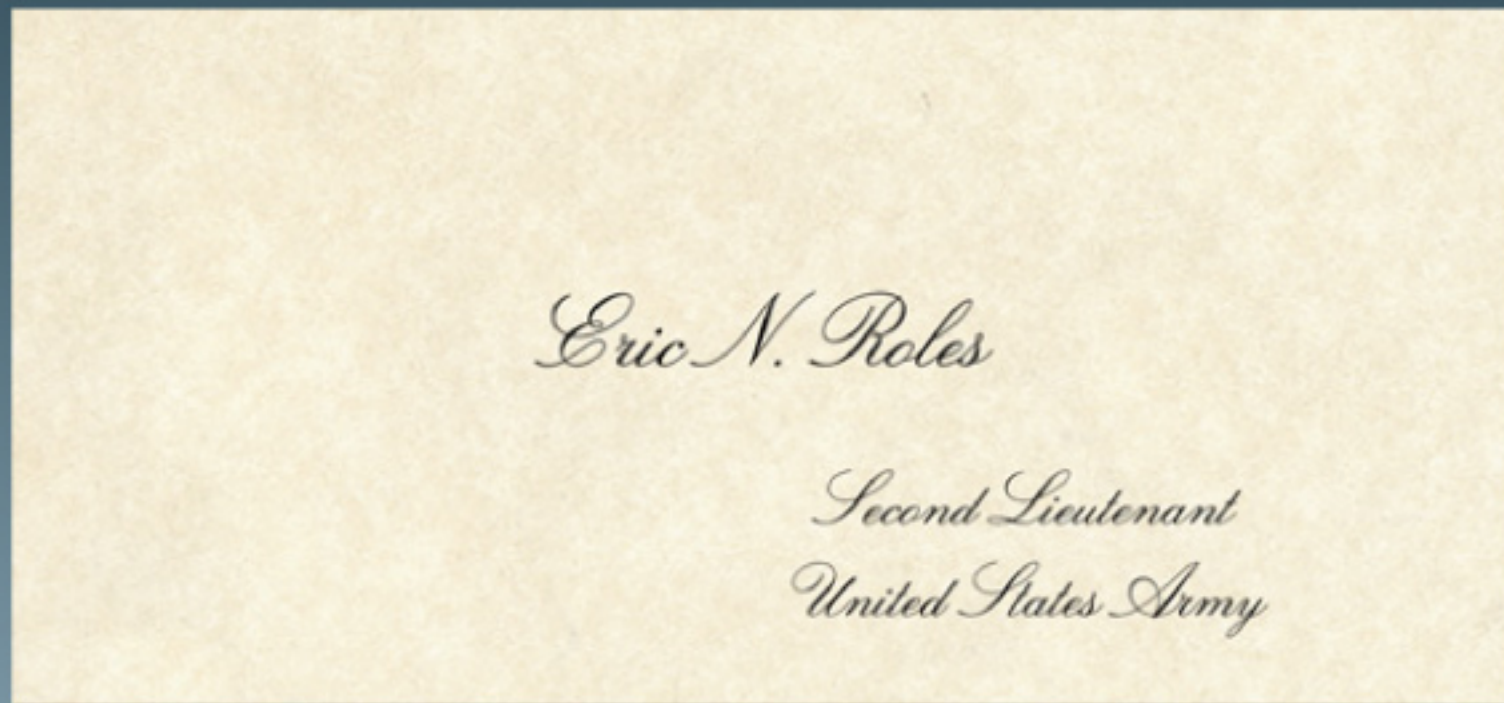
\$4.00 per pack

Cards are imprinted with your name.

For use as a thank you note or informal note.

Matching envelopes are provided.

NAME CARDS



Sold in boxes of 50

\$7.00 per box

Includes NAME and RANK.

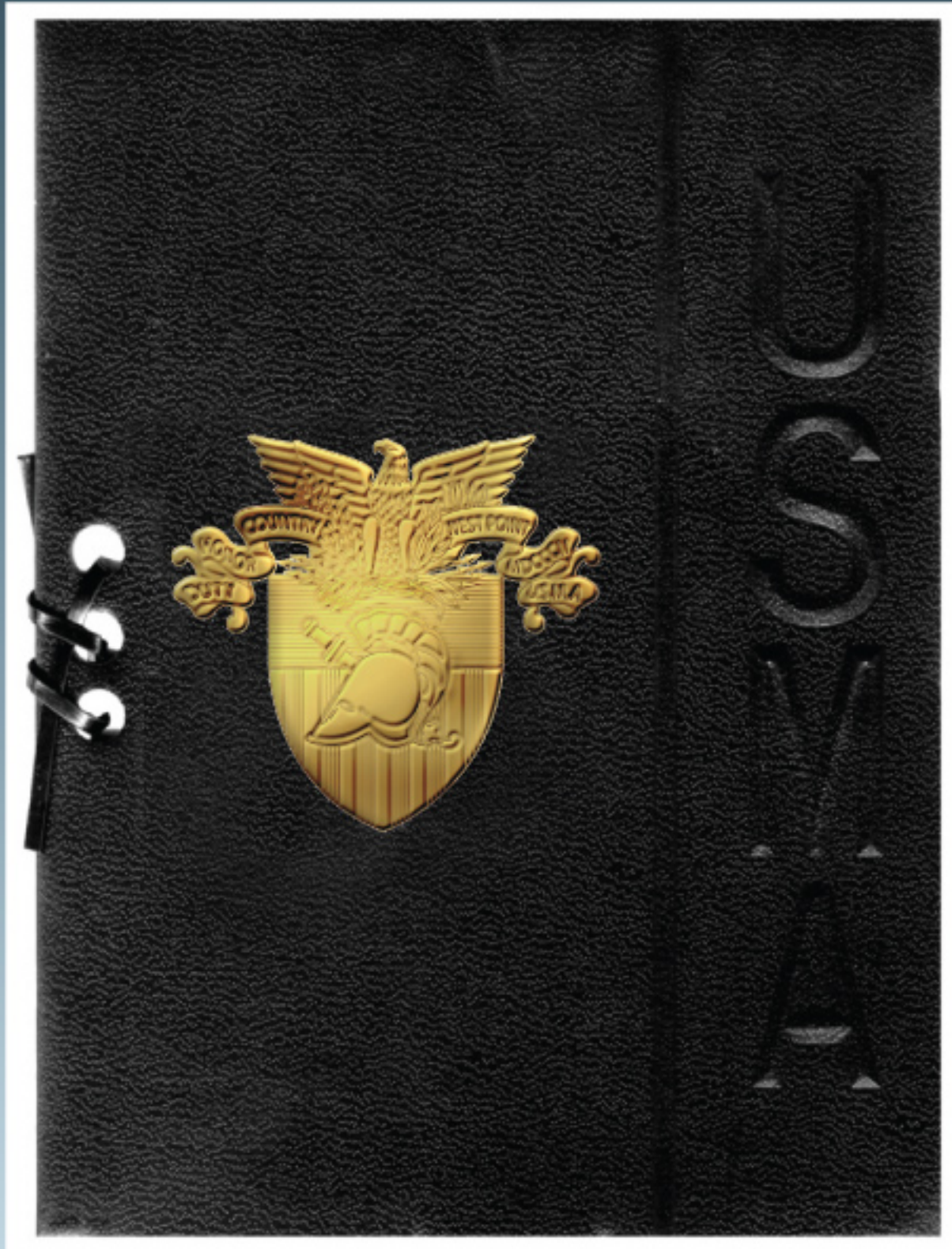
Name Card is to be included with the announcements and invitations. Announcements and invitations are not printed with individual graduating cadet's name.

It is highly recommended to order this item if you are planning to send out announcements and/or invitations.

BOOKLET

Booklets ordered will be available o/a April 22, 2012.
This is a souvenir item of graduation.

The booklet contains names of all
graduating cadets, class officers, Alma Mater,
The Corps, and the Army Blue along with
various photos of West Point.



Sold individually \$7.50 each

CUSTOM ENVELOPE SEALS



Sold in packs
of 10

\$2.00 per pack

An elegant gold foil appliqué with Academy Seal.

Used for sealing announcements, invitations or note card envelopes.