



Ede & Ravenscroft

FOUNDED 1689

336, 3rd Floor, Campbell Complex, Jalan Dang Wangi, 50100 Kuala Lumpur, Malaysia
Phone: 603-26921964 Fax: 603-26925326, Email : enrm1689@gmail.com

OFFICIAL ROBEMAKER FOR YOUR GRADUATION CEREMONY
UNIVERSITY OF NOTTINGHAM MALAYSIA CAMPUS
16th August 2014

Thank you for ordering your robes from Ede And Ravenscroft (M) Sdn Bhd. Please read each section carefully before completing and returning.

HOW TO ORDER YOUR ROBES

Please complete page 3 & 4 and return the whole page 3 & 4 with the appropriate fee. Orders must reach us before 5 **August 2014** with payments enclosed to EDE AND RAVENSCROFT (M) SDN BHD. We will acknowledge receipt of your order as soon as possible.

AT THE CEREMONY

Rented robes will be available for collection at the counter provided by the university prior to the ceremony and should be returned there **together with the scroll** after the ceremony.

MODE OF PAYMENT

Payment for the orders can be done through:-

- a. Cheques
 - b. Bank Draft / Bankers Cheque
 - c. Cash in directly or MB2U transfer into any May Bank Berhad Branches in Malaysia
⇒ A/c No. ~ 514347-016549 ⇒ Payable to ~ Ede And Ravenscroft (M) Sdn Bhd
- NOTE: a. *For Payment by cheque, please write your name, contact number and your university's name at the back of the cheque.*
b. *Please attach the original copy of the Bank in Slip with the page 3 & write your name at the bank slip. You may keep a photocopy for your reference.*

STUDENT GRADUATION PACKS

3 choices of graduation packs are offered to the graduates. They are as per below:-

PACK A – RENTAL OF GRADUATION ATTIRE ONLY

Full Set (Robe, Hood, Hat & Scroll)	RM120.00
Refundable Deposit	<u>RM100.00</u>
Total Payable	<u>RM220.00</u>

* DEPOSIT WILL BE REFUNDED AS SOON AS THE GOWN IS RETURNED. (PACKAGE A ONLY)

* ALL ROBES & SCROLL TO BE RETURNED ON THE SAME DAY OF THE CEREMONY.

PACK B – RENTAL OF GRADUATION ATTIRE PLUS STAGE, GROUP AND INDIVIDUAL PORTRAITS

Full Set (Robe, Hood, Hat & Scroll)

PLUS

Photography:-

- ✓ Nottingham University Group Photo (8R – 1 copy)
- ✓ Stage Receiving Award (2 different positions on stage one 8R copy for each position)
- ✓ Individual Portrait (10R – 1 copy, 8R – 1 copy, 4R – 2 copies) plus cd soft copy

Total Payable: RM240.00**PACK C - RENTAL OF GRADUATION ATTIRE PLUS STAGE, GROUP, INDIVIDUAL PORTRAIT AND FAMILY PORTRAITS**

Full Set (Robe, Hood, Hat & Scroll)

PLUS

Photography:-

- ✓ Nottingham University Group Photo (8R – 1 copy)
- ✓ Stage Receiving Award (2 different positions on stage, one 8R copy for each position)
- ✓ Individual Portrait (10R – 1 copy, 8R – 1 copy, 4R – 2 copies) plus cd soft copy
- ✓ Family Portrait (10R – 1 copy, 8R – 1 copy, 4R – 2 copies) plus cd soft copy

Total payable: RM330.00

* THERE WILL BE NO DEPOSIT COLLECTED FOR PACKAGES B & C.

* **FOR PHOTOGRAPHS SENDING OVERSEA ADDRESS PLEASE PAY EXTRA RM50.00 COURIER FEE.**

THE COLLECTION AND THE RETURNING OF THE ATTIRE WILL BE DONE AT:-

Date : 16 August 2014**Place : Hall 5, Putrajaya International Convention Centre (PICC)****OPTIONAL (FOR ADDITIONAL TIME ONLY)**

You may take the robe 4 days earlier and return it 4 days after the ceremony with an additional charge of **RM50.00**. The earliest date of collection would be from 12-8-2014, and the last date to return would be 21-08-2014. Collection and returning for additional time will be at EDE AND RAVENSCROFT (M) SDN BHD. Please return the scroll also.

Send, email or fax completed order form to reach us before 5 August 2014 with payments enclosed to EDE AND RAVENSCROFT (M) SDN BHD to the attention of:-

**Customer Service Dept
Ede and Ravenscroft (M) Sdn Bhd
Lot 336, 3rd Floor, Office Block
Campbell Complex, Jalan Dang Wangi
50100 Kuala Lumpur, Malaysia
Email: enrm1689@gmail.com
Fax : 03-26925326**

**BUSINESS HOURS: ⇨ 9.30 A.M. TO 6.00 P.M. ~ Weekdays; 9.30 A.M. TO 3.00 P.M. ~ Saturdays
⇨ CLOSED ON SUNDAYS & PUBLIC HOLIDAYS**

UNIVERSITY OF NOTTINGHAM MALAYSIA CAMPUS

~ 16 August 2014 ~

ORDER FORM

Name : _____

Address: _____

Graduand Of (*State Level & Course) _____

Telephone No: _____ Email address: _____

Height: _____ Feet/cm

Total Pavment : _____ Bank Draft/Bank-in-Slip No./ Cheque No. _____

PLEASE TICK YOUR PREFERRED OPTION			
PACK A – RENTAL OF GRADUATION ATTIRE ONLY PLUS REFUNDABLE DEPOSIT – RM220.00		PACK B – RENTAL OF GRADUATION ATTIRE PLUS PHOTOGRAPHY (STAGE, GROUP AND INDIVIDUAL PORTRAITS) – RM240.00 NO DEPOSIT REQUIRED.	
PACK C - RENTAL OF GRADUATION ATTIRE PLUS PHOTOGRAPHY (STAGE, GROUP, INDIVIDUAL PORTRAITS AND FAMILY PORTRAITS) – RM330.00 NO DEPOSIT REQUIRED.		* Additional Time – RM50.00	

Reply this whole page 3 with enclosed payment by post, email or fax to:

EDE AND RAVENSCROFT (M) SDN BHD
Lot 336, 3rd Floor, Campbell Complex, Jalan Dang Wangi, 50100 Kuala Lumpur.
Fax : 03-26925326, Email : enrm1689@gmail.com

NU

DO NOT DETACH THIS FORM
 Please write your Name (all caps).

Package:

Ref: for office use only

NAME _____

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Please write your Name & Address below clearly (all caps).
 This slip as a receipt will be returned back to you as addressed below & pls bring this receipt on the ceremony day.

FOR OFFICIAL USE:
 Paid: _____

TO:

Ref no. for office use only