



*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**

14<sup>th</sup> February 2015

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 and return the whole page 3 with the appropriate fee. Orders must reach us before **17 January 2015** 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 : 14 February 2015**

**Place : F1A24, Block F1, UNMC**

**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 10-02-2015, and the last date to return would be 18-02-2015. 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 17 January 2015 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, 3<sup>rd</sup> Floor, Office Block  
Campbell Complex, Jalan Dang Wangi  
50100 Kuala Lumpur, Malaysia  
Email: [enrm1689@gmail.com](mailto: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

~ 14<sup>th</sup> February 2015 ~

## ORDER FORM

Name : \_\_\_\_\_

Address: \_\_\_\_\_

Graduand Of (\*State Level & Course) \_\_\_\_\_

Telephone No: \_\_\_\_\_ Email address: \_\_\_\_\_

Height: \_\_\_\_\_ Feet/cm \_\_\_\_\_

Total Payment : \_\_\_\_\_ 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, 3<sup>rd</sup> Floor, Campbell Complex, Jalan Dang Wangi, 50100 Kuala Lumpur.**  
**Fax : 03-26925326, Email : enrm1689@gmail.com**

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

Package:

Ref: for office use only

NAME \_\_\_\_\_

*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