



Ede & Ravenscroft

FOUNDED 1689

UNIT A-07-10 BLOCK A, PLAZA MONT KIARA, NO.2 JALAN KIARA, MONT KIARA, 50480 KUALA LUMPUR, MALAYSIA.

Phone: 603-62031964/603-62035815 ,Fax: 603-62035326 Email : enrm1689@gmail.com

OFFICIAL ROBEMAKER FOR YOUR GRADUATION CEREMONY
UNIVERSITY OF NOTTINGHAM MALAYSIA CAMPUS

18th February 2017

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 the Photo Form and return the whole page 3 and the Photo Form with the appropriate fee. Orders must reach us before **13 January 2017** 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)	RM130.00
Refundable Deposit	<u>RM100.00</u>
Total Payable	<u>RM230.00</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: RM250.00

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: RM350.00

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

* FOR PHOTOGRAPHS SENDING OVERSEA ADDRESS PLEASE PAY EXTRA RM60.00 COURIER FEE.

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

Date : 18 February 2017

Place : The University of Nottingham Malaysia Campus

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 **RM80.00**. The earliest date of collection would be from 14-02-2017, and the last date to return would be 23-02-2017. Collection for additional time only 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 13 January 2017 with payments enclosed to EDE AND RAVENSCROFT (M) SDN BHD to the attention of:-

**Customer Service Dept
Ede and Ravenscroft (M) Sdn Bhd
Suite A-07-10, Block A, Plaza Mont Kiara,
No.2 Jalan Kiara, Mont Kiara,
50480 Kuala Lumpur, Malaysia**

Email: enrm1689@gmail.com

Fax : 03-62035326

UNIVERSITY OF NOTTINGHAM MALAYSIA CAMPUS

~ 18 February 2017 ~

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 – RM230.00		PACK B – RENTAL OF GRADUATION ATTIRE PLUS PHOTOGRAPHY (STAGE, GROUP AND INDIVIDUAL PORTRAITS) – RM250.00 NO DEPOSIT REQUIRED.	
PACK C - RENTAL OF GRADUATION ATTIRE PLUS PHOTOGRAPHY (STAGE, GROUP, INDIVIDUAL PORTRAITS AND FAMILY PORTRAITS) – RM350.00 NO DEPOSIT REQUIRED.		* Additional Time – RM80.00	

Reply this whole page 3 with enclosed payment by post, email or fax to:
EDE AND RAVENSCROFT (M) SDN BHD
UNIT A-07-10 BLOCK A, PLAZA MONT KIARA, NO.2 JALAN KIARA ,
MONT KIARA, 50480 KUALA LUMPUR, MALAYSIA.
Fax : 03-62035326, Email : enrm1689@gmail.com

NU 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