



BY APPOINTMENT TO
H.M. QUEEN ELIZABETH II
ROBE MAKERS



BY APPOINTMENT TO
H.R.H. THE DUKE OF EDINBURGH
ROBE MAKERS



BY APPOINTMENT TO
H.R.H. THE PRINCE OF WALES
ROBE MAKERS

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

22nd February 2020

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 **31st January 2020** 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:-

- Cheques
- Bank Draft / Bankers Cheque
- 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

5 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

* 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) RM130.00 PLUS Photography RM120.00:-

- ✓ 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, 6R – 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) RM130.00 PLUS Photography RM220.00:-

- ✓ 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, 6R – 1 copy, 4R – 2 copies) plus cd soft copy
- ✓ Family Portrait (10R – 1 copy, 8R – 1 copy, 6R – 1 copy, 4R – 2 copies) plus cd soft copy

Total payable: RM350.00

PACK D - RENTAL OF GRADUATION ATTIRE PLUS STAGE, GROUP, INDIVIDUAL PORTRAIT AND 2 FAMILY PORTRAITS

Full Set (Robe, Hood, Hat & Scroll) RM130.00 PLUS Photography RM 320.00:-

- ✓ 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, 6R – 1 copy, 4R – 2 copies) plus cd soft copy
- ✓ TWO Family Portrait (10R-2 copies, 8R-2 copies, 6R-2 copies, 4R-4 copies) plus cd soft copy

Total payable: RM450.00

PACK E - RENTAL OF GRADUATION ATTIRE PLUS STAGE, GROUP, INDIVIDUAL PORTRAIT AND 3 FAMILY PORTRAITS

Full Set (Robe, Hood, Hat & Scroll) RM130.00 PLUS Photography RM400.00:-

- ✓ 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, 6R – 1 copy, 4R – 2 copies) plus cd soft copy
- ✓ THREE Family Portrait (10R-3 copies, 8R-3 copies, 6R-3 copies, 4R-6 copies) plus cd soft copy

Total payable: RM530.00

* **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 : 22nd February 2020

Place : University of Nottingham Malaysia, Semenyih

OPTIONAL (FOR ADDITIONAL TIME ONLY)

You may take the robe 4 days earlier and return it 10 days after the ceremony with an additional charge of **RM100.00**. The earliest date of collection would be from 18-2-2020, and the last date to return would be 3-3-2020. 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 31st January 2020 with payments enclosed to EDE AND RAVENSCROFT (M) SDN BHD to the attention of:-

**Customer Service Dept
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
Email: enrm1689@gmail.com Fax : 03-620325326**

**BUSINESS HOURS: ⇨ 9.30 A.M. TO 6.00 P.M. ~ Weekdays; 9.30 A.M. TO 1.00 P.M. ~ Saturdays
⇨ CLOSED ON SUNDAYS & PUBLIC HOLIDAYS**

UNIVERSITY OF NOTTINGHAM MALAYSIA

~ 22 February 2020 ~

ROBE ORDER FORM

Student's
Name : _____

Full
Address _____

Graduand Of (*State Level
& Course) _____

Telephone No: (H/P) _____

Email address: _____

Height: _____ Feet/cm

Total Payment
(RM): _____

Bank Draft/Bank-in-Slip No./ Cheque No. _____

PLEASE TICK YOUR CEREMONY

Ceremony 1 22 Feb 2020, 10.30am	<input type="checkbox"/>	Ceremony 2 22 Feb 2020, 2.00pm	<input type="checkbox"/>	Ceremony 3 22 Feb 2020, 4.30pm	<input type="checkbox"/>
---	--------------------------	--	--------------------------	--	--------------------------

PLEASE TICK YOUR PREFERRED OPTION

PACK A - RENTAL OF GRADUATION ATTIRE & SCROLL ONLY - RM130.00	<input type="checkbox"/>	PACK B - RENTAL OF GRADUATION ATTIRE & SCROLL- RM130.00 PLUS PHOTOGRAPHY (STAGE, GROUP AND INDIVIDUAL PORTRAITS) - RM120.00 Total: RM250.00	<input type="checkbox"/>
PACK C - RENTAL OF GRADUATION ATTIRE & SCROLL -RM130.00 PLUS PHOTOGRAPHY (STAGE, GROUP, INDIVIDUAL PORTRAITS AND FAMILY PORTRAITS) - RM220.00 Total: RM350.00	<input type="checkbox"/>	PACK D - RENTAL OF GRADUATION ATTIRE & SCROLL- RM130.00 PLUS PHOTOGRAPHY (STAGE, GROUP, INDIVIDUAL PORTRAITS AND 2 FAMILY PORTRAITS) - RM320.00 Total: RM450.00	<input type="checkbox"/>
PACK E - RENTAL OF GRADUATION ATTIRE & SCROLL-RM130.00 PLUS PHOTOGRAPHY (STAGE, GROUP, INDIVIDUAL PORTRAITS AND 3 FAMILY PORTRAITS) - RM400.00 Total: RM530.00	<input type="checkbox"/>	* Additional Time - RM100.00 for 2 weeks <i>take the robe 4 days earlier and return it 10 days after the ceremony</i>	<input type="checkbox"/>

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

EDE AND RAVESCROFT (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

NOTT

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.

TO:

Package: _____

FOR OFFICIAL USE:

Paid: _____

Ref no. for office use only

Please tick your ceremony

Ceremony 1	Ceremony 2	Ceremony 3
------------	------------	------------

Photographer's Copy

PHOTO FORM

E- MAIL ADDRESS : _____

PLEASE FILL UP GRADUATE NAME CLEARLY & Send back to us together with your robe order form.
Your photo will be send to you according to your address as below:

STUDENT'S NAME : _____

ADDRESS : _____

CITY : _____ POST CODE : _____

STATE : _____

COUNTRY : _____

TELEPHONE (OFF) : _____

(HSE) : _____

(H/P) : _____

REF: for office use only


UNIVERSITY : Nottingham University COURSE/MAJOR: _____

CEREMONY DATE : _____

TOTAL PAYMENT: _____

Package B	Package C	Package D	Package E
-----------	-----------	-----------	-----------

Customer's Copy

 <p>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</p>
--

University Name : Nottingham University Ceremony Date : _____

WE ACKNOWLEDGE RECEIPT OF YOUR TOTAL PAYMENT FOR THE AMOUNT _____

Package: B C D E

Ref: _____

BUSINESS HOURS: ⇨ 10.00 A.M. TO 6.00P.M. ~ Weekdays ; 10.00 A.M. TO 1.00 P.M. ~ Saturday ⇨CLOSED ON SUNDAY & PUBLIC HOLIDAYS