



OFFICIAL ROBEMAKER FOR YOUR GRADUATION CEREMONY
UNIVERSITY OF NOTTINGHAM MALAYSIA CAMPUS
22nd & 23rd JULY 2023

**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 the 'ROBE ORDER FORM' and return the whole (page 2) with the appropriate fee. Orders must reach us before **3rd July 2023** with payments enclosed to EDE AND RAVENSCROFT (M) SDN BHD. We will acknowledge receipt of your order after received your payment.

RENTAL CHARGES FOR THE GRADUATION ATTIRE

Full set of attire (Gown, Hood and Mortarboard/Bonnet + Scroll)

Rental fee: RM 130.00 (non-refundable) + Deposit: RM200.00 (refundable deposit)

-Your deposit of RM200 will be refunded as soon as your robe and scroll is returned.

MODE OF PAYMENT

Students are required to make payment to Ede and Ravenscroft (M) Sdn Bhd through online transfer OR cash deposit into our bank account. Our bank account details are:

Bank: Maybank Berhad

Account no: 514347016549

Holder name: Ede and Ravenscroft (M) Sdn Bhd

Note: Payer must key in Student's name in the recipient reference field in the payment webpage.

AT THE CEREMONY

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

Failure to return the robe set & scroll on the ceremony day, a penalty will apply.

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

Date : 22nd & 23rd JULY 2023

Place : BACC (Bangi Avenue Convention Centre)

OPTIONAL (FOR EXTENSION OF ROBE ONLY)

You may extend the rental period of your robe set & scroll from the ceremony day and return them to our company 14 days after the ceremony with an additional charge of **RM150.00**.

The last date to return would be 7th August 2023 (Monday). You may return it by hand or via courier service.

Robe collection will only available at BACC on the ceremony day and returning will be at EDE AND RAVENSCROFT (M) SDN BHD for 'additional time'.



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UNIVERSITY OF NOTTINGHAM MALAYSIA CAMPUS

22nd & 23rd JULY 2023

ROBE ORDER FORM

Graduate's Name : _____

Course/Major: _____

Qualification (Bachelor / Master / PhD / Other): _____

Email: _____

Phone no: _____ Height (in cm): _____

Total payment: RM _____

PLEASE TICK YOUR CEREMONY

Ceremony 1 10.30am (Sat)		Ceremony 2 2.00pm (Sat)		Ceremony 3 10.30am (Sun)	
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PLEASE TICK YOUR PREFERRED OPTION

RENTAL OF GRADUATION ATTIRE & SCROLL ONLY – TOTAL = RM330.00

Rental fee: RM 130.00 (non-refundable) + Deposit: RM200.00 (refundable)

*SCROLL WILL BE PROVIDED DURING THE CEREMONY

***(OPTIONAL) Additional Time – RM150.00 (non-refundable)**

*Robe collection will only be available at BACC on the ceremony day and returning will be at EDE AND RAVENSCROFT (M) SDN BHD.

Please send your robe order form (Page.2) with enclosed payment to enrm1689@gmail.com

***Once banked-in, kindly email us your payment receipt for our record purposes. If without the payment slip, we will not be able to confirm your order.

Email completed order forms to reach us before 3rd July 2023 with payments enclosed to EDE AND RAVENSCROFT (M) SDN BHD to the attention of:-

Customer Service Dept:

Ede and Ravenscroft (M) Sdn Bhd

**Block F, 1st Floor, 16-1-2, Diamond Square, Jalan Semarak Api 3, off Jalan Gombak,
53000, Kuala Lumpur, Malaysia.**

Tel: +603-4021 2000 / 4021 3000 | Email: enrm1689@gmail.com

Office hours: Mon-Fri: 11am-5pm / Sat: 11am-2pm / Closed on Sunday & Public Holidays