

Croft Magill & Watson
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Port Elizabeth,
6001

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Email: graduation@telkomsa.net
Website: www.birchs.co.za

Postal Address:
P.O. Box 520,
Port Elizabeth,
6000

Dear Graduand,

Many congratulations on your graduation and everything of the best in your future endeavours! Croft, Magill & Watson have been contracted by NMMU to provide you with your academic dress. Please read the information carefully to ensure that you obtain the correct attire for your graduation ceremony.

Note that there is a **PURCHASING (SECTION A)** and a **HIRING (SECTION B)** section. Please read the section applicable to you. If you wish to purchase and hire you will need to read BOTH sections.

SECTION A) PURCHASING OF ACADEMIC ATTIRE

For the **PURCHASING** of your graduation outfit you may either visit us at Croft, Magill & Watson or follow the steps below. Please read section 1 A if you will be collecting your goods on campus, or 1 B if you would prefer your goods to be posted to you.

STUDENTS WHO ARE NOT COMING TO THEIR GRADUATION CEREMONIES MAY HAVE THEIR GOODS COURIERED TO THEM . SEE PURCHASE FORM FOR COURIER COSTS. IF YOU ARE COMING TO YOUR CEREMONY WE ADVISE YOU TO COLLECT YOUR GOODS ON CAMPUS, AS THIS ALLOWS US TO FIT YOU OUT CORRECTLY.

1) Ordering:

1A) COLLECTING ON CAMPUS – If you are collecting your goods on campus, do not fill in an order form. NMMU have provided us with all details applicable to you. We will be at the **George Town Hall on Friday 12th April 2013** and will be taking all our stock with us in all sizes. We will fit you out on your arrival. All you need to do is **deposit / transfer** the correct amount of money (**SEE 'SECTION B' OF ATTACHED PURCHASE FORM - 'PRICES'**) into our bank account by **Friday 05th April 2013** and bring your **ORIGINAL/PRINTED** deposit slip with you when you come and collect your attire. **Please use your STUDENT NUMBER and SURNAME as a reference when you make your deposit otherwise we will not be able to match your payment to your name on our student list and your order will not be processed.**

NNNB: If you cannot collect your attire yourself please provide the person collecting with your following measurements:

Height: Full height - Top of head to toes (Between 1.5m and 2.1m).

Head measurement: Around the head above the ears (Between 54 cm and 63 cm).

1B) POSTED GOODS - Complete Section 'A' and 'B' of the attached form and return by hand/fax/post/email to Croft Magill & Watson by **Friday 05th of April 2013. ORDERS MUST BE ACCOMPANIED BY PAYMENT. (SEE PAYMENT OPTIONS)**

2) Payment Options:

A) Deposit / Transfer the correct amount into Croft Magill & Watson's bank account by **FRIDAY 05th APRIL 2013**. Please bring your **ORIGINAL/PRINTED** deposit slip with you when you come to collect your attire.

Bank:	Standard Bank /	Account Name:	T Birch & Co
Branch Code:	05-00-17	/	Account Number: 080191029

NOTE: PLEASE USE YOUR STUDENT NUMBER AND SURNAME AS A REFERENCE WHEN YOU MAKE THE DEPOSIT OTHERWISE WE WILL NOT BE ABLE TO MATCH YOUR PAYMENT TO YOUR NAME ON OUR STUDENT LIST.

B) Visit our secure website at www.birchs.co.za and follow steps to place your order and pay electronically. **(POSTED GOODS ONLY)**

3) Collection Times:

A) George Town Hall

April 12th: 07:00 am – 13:00 pm.

SECTION B) HIRING OF ACADEMIC ATTIRE

PLEASE NOTE: NO PAYMENTS FOR HIRING OF ATTIRE WILL BE TAKEN AT OUR CROFT MAGILL & WATSON OR BIRCH'S STORES. PLEASE READ BELOW FOR WHAT YOU NEED TO DO.

For the hiring of academic attire, no form is needed. NMMU have provided us with all details applicable to you. We will be at the George Town Hall on **Friday 12th April 2013** and will be taking all our stock with us. We will fit you out on your arrival. All you need to do is **deposit / transfer** the correct amount of money into our bank account by **Friday 05th April 2013** and bring your **ORIGINAL/PRINTED** deposit slip with you when you come and collect your attire. **Please use your STUDENT NUMBER and SURNAME as a reference when you make your deposit otherwise we will not be able to match your payment to your name on our student list and your order will not be processed.**

If you cannot collect your attire yourself please provide the person collecting with your following measurements:

- **Height:** Full height - Top of head to toes (Between 1.5m and 2m).
- **Head measurement:** Around the head above the ears (Between 54 cm and 63 cm).

ALL STUDENTS REQUIRE A GOWN, HOOD/NECKBAND AND MORTARBOARD/CAP.

1) Prices:

A) All Students *Except* Doctors:

Full Outfit Special (Gown, Hood and Mortar Board) : R 200.00

Gown Only: R 105.00

Hood/Neckband only: R 70.00

Mortar Board Only: R 65.00

2) Payment:

A) Deposit / Transfer the correct amount into Croft Magill & Watson's bank account by **Friday 05th APRIL 2013**. Bring your **ORIGINAL/PRINTED** deposit slip with you when you come and collect your attire.

Bank:	Standard Bank /	Account Name:	T Birch & Co
Branch Code:	05-00-17	Account Number:	080191029

NOTE: PLEASE USE YOUR STUDENT NUMBER AND SURNAME AS A REFERENCE WHEN YOU MAKE THE DEPOSIT OTHERWISE WE WILL NOT BE ABLE TO MATCH YOUR PAYMENT TO YOUR NAME ON OUR STUDENT LIST.

N.B. Prices quoted are only applicable in South African monetary area. If residing outside South Africa kindly fax or email for quotations.

3) Collection and Returning Venue And Times:

A) George Town Hall

April 12th: 07:00 am – 13:00 pm.

NB: ATTIRE MUST BE RETURNED IMMEDIATELY AFTER YOUR CEREMONY. YOU WILL BE LIABLE FOR DAMAGED GOODS OR LATE RETURNS TO THE FULL RETAIL PRICE OF THE OUTFIT. YOUR DEPOSIT DOES NOT COVER THE VALUE OF YOUR OUTFIT.