

Croft Magill & Watson
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Port Elizabeth,
6001

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P.O. Box 520,
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6000

Dear Graduannd,

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.

WE STRONGLY RECOMMEND YOU COLLECT YOUR ATTIRE WELL BEFORE YOUR CEREMONY DAY. IF THIS IS NOT POSSIBLE YOU MUST COLLECT AT LEAST TWO HOURS BEFORE ON THE DAY OF YOUR CEREMONY. 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 on **South Campus at the ABSA Clubhouse – Next to the Sports Centre (Follow our signs)** from **Thursday 11th April 2013** and will be taking all our stock in all sizes with us. 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/Fitment Venue And Times (PURCHASING)

Port Elizabeth – ABSA Clubhouse – South Campus - Next to NMMU Sports Centre – Follow our signs

April: 11th, 12th (08:30 am – 17:00 pm), 13th (8:30 am – 13:00 pm), 15th (08:30 am – 17:00 pm), 16th, 17th, 18th, 19th, 20th, 22nd (07:00 am – 18:00 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 on **South Campus** at the **ABSA Clubhouse (Next to the Sports Centre)** from **Thursday 11th April 2013** and will be taking all our stock with us. We will fit you out on your arrival and you can collect at the same time. (See fitment / collection times below). 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 1.5 m and 2.1 m).
- **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 350.00 (You will get R 150.00 back when you return full outfit)

Gown Only: R 155.00 (You will get R 50.00 back when you return your gown)

Hood/Neckband only: R 120.00 (You will get R 50.00 back when you return your hood)

Mortar Board Only: R 115.00 (You will get R 50.00 back when you return your mortar board)

B) Doctors Only:

Gown Only: R 315.00 (You will get R 100.00 back when you return your gown)

Hood/Neckband only: R 130.00 (You will get R 50.00 back when you return your hood)

Mortar Board Only: R 140.00 (You will get R 50.00 back when you return your mortar board)

Please note: The deposit that you pay does not cover the retail price of the gown, hood and mortar board.

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.

3) Collection/Fitment Venue And Times (HIRING) – Fitment and Collection Will Take Place At The Same Time

a) Port Elizabeth – ABSA Clubhouse – South Campus - Next to NMMU Sports Centre – Follow our signs

1) Law, Engineering, Arts (Bachelor 4 Year, Post Grad, Honours, Masters, Doctors) Health Science (Bachelor 4 Year, Post Grad, Honours, Masters, Doctors), Business and Economic Sciences (Bachelor 4 Year, Post Grad, Honours, Masters, Doctors), Business School and Education (4 Year, Honours, Post Grad, Masters, Doctors):

- a. April: 11th, 12th (08:30 am – 17:00 pm), 13th (8:30 am – 13:00 pm), 15th (08:30 am – 17:00 pm), 16th, 17th, 18th, 19th, 20th, 22nd (07:00 am – 18:00 pm).

2) Science, Arts (Diploma, Bachelor 3 Year), Business and Economic Sciences (Diploma, Bachelor 3 Year) and Education (Diploma, ACE):

- a. April: 18th, 19th, 20th, 22nd (07:00 am – 18:00 pm).

4) Returning Venues and Times - Port Elizabeth – ABSA CLUBHOUSE – South Campus – Follow our signs

- b. April: 16th, 17th, 18th, 19th, 20th, 22nd (07:00 am – 18:00 pm), 23rd (09:00 am – 16:00 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.