

01/05/2009

To: All UTMB Graduates

From: UTMB Bookstore

Attached is the form for your Cap & Gown order for the 2009 Commencement. Please fill out the form and return it to the bookstore by February 27th. The cost of the gown will be billed to your school; however, if you place your order after the February 27<sup>th</sup> deadline you will have to pay a \$15.00 late fee. Also, please stop by the bookstore if are interested in placing an order for Graduation Announcements. If you will not be on campus your orders can either be faxed to the bookstore to (409)-772-3440 attn. Sandra Low or can be mailed in to the following address with your check for payment or Credit Card information (Visa, Master Card or Discover only, please be sure to include CC #, Exp. Date, 3-digit security code on back of card and a contact phone #).

**UTMB-Bookstore  
Moody Medical Library Rm. 1.106  
Galveston, Texas 77555-0936  
(409)-772-1939**

Thank you,  
UTMB Bookstore Staff