



## T BIRCH & CO (PTY) LTD

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### RHODES UNIVERSITY GRADUATION CEREMONIES 7 APRIL TO 9 APRIL 2011

Congratulations on your success. Messrs T. Birch & Co. (Pty) Ltd (Birch's) are the sole stockists of academic dress for Rhodes University Graduands on a "purchase" or "hire" basis for Graduation 2011.

An order form is attached, and to secure your purchase or hire of the necessary academic dress, your completed order form and full payment must reach Birch's by **18 March 2011**, latest! Academic dress will be manufactured according to orders received by this date, for collection from Birch's from 9.00am Wednesday 6 April 2011.

#### PURCHASING AND HIRING OF ACADEMIC DRESS (See form overleaf)

1. **RESERVATION:**

Complete the order form overleaf and return to Birch's by **18 March 2011**. Reservations of academic dress will be made on receipt of the full deposit plus hire charge, and must be reserved three weeks prior to graduation. Full height and all round chest measurements must be advised, as well as Degree conferred.

2. **CONDITIONS OF HIRE:**

The maximum period of rental is five days. In the past, some Students were under the erroneous impression that they could keep hired academic dress for the price of the deposit. This is not correct - if hired academic dress is kept, you must advise Birch's immediately, and you will be responsible to pay the full selling price of the academic dress. See order form overleaf for the price of purchasing the academic dress.

3. **COLLECTION:**

Reserved academic dress (hire or purchase) may be collected from Birch's from:

Wednesday 6 April	Normal shop hours 9.00am to 5.00pm.
Thursday 7 April	Normal shop hours 8.30am to 5.00pm.
Friday 8 April	Normal shop hours 8.30am to 5.00pm
Saturday 9 April	Normal shop hours 8.30am to 1.00pm

Students may request purchase orders to be despatched to their personal address, per speed service couriers, for their collection from the Post Office. Students are requested to please phone Birch's for their speed service tracking number two weeks after placement of order.

4. **RETURN:**

Immediately after the ceremony, during normal shop hours on	
Thursday 7	8.30 to 5.00pm
Friday 8	8.30 to 5.00pm
Saturday morning 9	8.30 to 1.00pm then again
Saturday 9	Extended hours 3.00pm to 5.30pm (i.e. after the Garden Party)
Monday 11	Normal shop hours 8.30am to 5.00pm.

(The shop is closed on Sunday 10 April!)

5. **REFUNDS**

Deposits of R50.00 per hired item will be refunded when returning your hired academic dress.

#### PAYMENT METHODS (Select one of the following methods)

1. **Deposit the correct amount into Birch's cheque account at the Standard Bank and fax a copy of the deposit slip together with the order form to one of the fax numbers / e-mail addresses at the top of the form.**

Banking details:	<b>Standard Bank</b>
Name of account holder:	<b>T Birch &amp; Co (Pty) Ltd</b>
Cheque Account number:	<b>082 026 572</b>
Branch:	<b>Grahamstown 0509 17</b>

2. **Use your credit card. Record your credit card details on the order form overleaf and fax to one of the fax numbers / e-mail addresses at the top of the form.**

3. **Call into the shop and one of our sales staff will assist you.**

Order form overleaf.

