



**UNIVERSITY HIGH SCHOOL**  
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*Official Graduation  
Announcement*

**balfour**  
balfour.com

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## **SENIORS**...We're bringing the TRADITION to you. CELEBRATION CENTRAL at [balfour.com](http://balfour.com)!

Ordering is as easy as 1-2-3!

Step 1 - Go to [www.balfour.com](http://www.balfour.com) to place your order

Step 2 - Fill out the order in your SENIORS NAME

Step 3 - Finalize your order by the deadline (Jan. 15, 2021)

### **Commonly Asked Questions about Announcements, Accessories and Caps & Gowns 2021**

\* **Is my name printed in the announcement?** Yes! In the Official Announcement your name is printed.

\* **Can I order photo announcements?** Yes! We have a variety of templates and options. Some announcements can use your traditional school seal with your photos.

\* **How do I order my Cap, Gown and Tassel unit?** It is located on page 1. Please put your accurate height and current weight. Do not add height for shoes. If you need a larger cap please call our office. ( ex. if you wear an xl helmet or if you would like to wear a hairstyle that requires additional room)

\* **When will my order be delivered?** Your wearable items (t-shirts, hoodies, etc.) will be delivered to your home a few weeks after you order. Your printed items (announcements, thank you notes, etc.) will be delivered to your home after your school finalizes grad dates with balfour. Your cap/ gown & tassel unit with extra tassels will be delivered in the spring at the school.

\* **Can I still order a class ring?** Yes! Senior rings can be ordered at anytime. We would be happy to help you with your order online or by phone.

This year our order process may be a little different than in previous years. Due to COVID changing schedules weekly we do not always know if we will have "in school" order days. This is why we encourage you to order early.

We are navigating and doing our best to meet your order needs and keep you safe in and out of the school building.

We look forward to meeting you!

Doug Richardson