

# DIPLOMA REPLACEMENT ORDER FORM

Please complete the form below and enclose when submitting your payment and transcripts.

## ALL INFORMATION IS REQUIRED BELOW

### SCHOOL INFORMATION:

High School Name	
High School Address	

### SHIPPING INFORMATION: THE NAME PRINTED ON YOUR REPLACEMENT DIPLOMA WILL BE HOW IT READS ON YOUR OFFICIAL TRANSCRIPT

Student First Name	
Student Last Name	
Mailing Address	
Email Address	
Primary Phone #	

### PAYMENT INFORMATION: THE FEE IS \$45.00 PER 1 DIPLOMA REPLACEMENT

Replacement Amount \$	
Check / Money Order #	

### PROCESSING INFORMATION

\*Standard Production schedule is approximately 6-8 weeks\*

\*6 week process starts once Herff Jones receives all required documents, payment and this form\*

### ANY ADDITIONAL COMMENTS:


### REPLACEMENT CHECKLIST:

- COMPLETED DIPLOMA REPLACEMENT ORDER FORM
- OFFICIAL TRANSCRIPT OBTAINED FROM YOUR SCHOOL
- CHECK OR MONEY ORDER MADE OUT TO HERFF JONES

### MAIL AL ITEMS LISTED ABOVE TO:

#### HERFF JONES

ATTN: DIPLOMA CUSTOMER SERVICE

4601 W. 62<sup>ND</sup> STREET

INDIANAPOLIS, IN 46268

CALL FOR QUESTIONS / CONCERNS: 1-800-635-5670