

DIPLOMA REPLACEMENT FORM

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

ALL INFORMATION IS REQUIRED BELOW.

SCHOOL NAME:	
CITY/STATE ZIP:	
COUNTY:	
STUDENT SHIPPING INFORMATION	
FIRST NAME:	
LAST NAME:	
ADDRESS:	
CITY/STATE/ZIP:	
EMAIL ADDRESS:	
PRIMARY PHONE NUMBER:	
STANDARD PRODUCTION SCHEDULE IS APPROXIMATELY 6 WEEKS	*6 WEEK PROCESS STARTS ONCE WE RECEIVE ALL REQUIRED DOCUMENTS AND PAYMENT*
REPLACEMENT AMOUNT INCLOSED	<u>CHECK OR MONEY ORDER NUMBER:</u> #: _____

COMMENTS:

REPLACEMENT CHECKLIST:

- COMPLETED REPLACEMENT FORM
- OFFICIAL TRANSCRIPTS OBTAINED FOR YOUR SCHOOL
- CHECK OR MONEY ORDER MADE OUT TO HERFF JONES

MAIL TO:
HERFF JONES
ATTN: DIPLOMA CUSTOMER SERVICE
4601 W. 62ND STREET
INDIANAPOLIS, IN 46268

CALL US FOR QUESTIONS OR CONCERNS. 1-800-635-5670

THE NAME PRINTED ON YOUR REPLACEMENT DIPLOMA WILL BE HOW IT READS ON YOUR OFFICIAL TRANSCRIPT

Thank you for contacting us! We are happy to assist with your replacement Diploma.

The following are necessary to process your request:

- Completed Replacement Request Form (see attached)
- An official school transcript
- Check or Money Order made out to Herff Jones in the amount of \$40.00

Please mail request for payment to:

Attn: Diploma Customer Service
4601 W 62nd Street
Indianapolis, IN 46268

Please be aware that the standard production schedule is approximately 6 weeks. If your school has opted for hand-signed diplomas, your replacement will be sent first to your school for signatures, then forwarded to you.

If you have any questions or need further clarification, please contact the Regional Diploma Customer Service Team at diplomaneast@herffjones.com or at 800.635.5670.

Sincerely,

Denise Smith
Diploma Northeast Region, Herff Jones
www.herffjones.com
BY YOUR SIDE

Herff Jones
A Varsity Brand Company