



1-855-662-0514



Renting is easy!

16 simple steps for a successful ceremony

1st Step

- Client information
 - Information about the graduation ceremony
- 2- Choose colours and determine the quantity
- 3- Issuance of proposal from intertalent graduations
- 4- Issuance of the official purchase order
- 5- List of products and services: student name in alphabetical order, sizes and colors (EXCEL program provided by email)
- 6- Order confirmation from intertalent graduations
- 7- Make any adjustments on the order, up to 3 weeks prior to the ceremony (Adding and / or withdrawal of products)
- 8- Final invoice with the list of products and services, signature of the agreement and invoicing adjustments if necessary.
- 9- We send your order from our warehouse in Laval, Quebec
- 10- You receive and verify your order
- 11- Distribution of products, for your ceremony, by your team
- 12- Recovery of rentals after ceremony (gowns, stoles, hoods and hangers) * No need to return the biodegradable packaging
- 13- Place goods rented, in boxes provided by intertalent graduations
- 14- Ship rentals to the intertalent graduations warehouse. Documents in the first box from your order will provide details.
- 15- Call carrier using the toll free number (1-800) for pickup
- 16- Relax and appreciate your effort for creating a successful ceremony for your students!

Toll Free Phone: **1-855-662-0514**

Toll Free Fax: **1-855-663-3451**

rental@intertalent.com

www.intertalent.com



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To make a reservation: Please complete the form below and send it by fax.

RESERVATION		
1 - Customer Information		
Name of School :		
Address :		
City :		
Province :	Postal Code :	
School Phone :	School Fax :	
School's Email Address :		
Person in charge of the ceremony :		
Email address of the person in charge of the ceremony :		
Phone :		
Order # :		
2- Date of graduation : (DD / MM / YYYY)		
3.0 - Caps and Tassels with year of graduation	Choose Colour(s)	Quantity
Available colors are the same as the gowns		
3.1- Gown Colours	Choose Colour(s)	Quantity
	x	x
Black		
White		
Red		
Navy		
Royal Blue		
Purple		
Gold		
Emerald Green		
Maroon		
In step 4 you will choose sizes using the EXCEL provided by email upon receipt of your order.		
10 Sizes available		
6 Sizes FULL FIT (XXXXL) available		

Available only for the following institutions

- Primary (Grade 6)
- High School
- College
- University



Customer Signature

Measurements of each graduate are required.
The products will be shipped individually wrapped in plastic.
Shipment is processed within 6 weeks from date of order.



Don't have the time!

The intertalent graduations team will take care of everything for you!
Choose our all-inclusive service program!

- This program is designed to take away the stress of planning and the managing of a graduation ceremony.
- Provide us with the sizes and colours of your rentals and we do the rest.
- Our extensive inventory, advanced equipment, experienced staff and expertise guarantees a ceremony at the height of your expectations.

Contact us today! Affordable prices that will please you.

The smart way to have peace of mind!

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*On Thursday, April 28, 2011, **intertalent graduations** distinguished itself by winning the first regional prize in the category Business Services in the thirteenth Québec Entrepreneurship Contest for the Laval region. Quebec, Canada.*