



DIPLOMA REPLACEMENT FORM

Please complete the form below and enclose when submitting your payment and transcripts.
Unless otherwise noted, all information below is required.

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. For orders received in the months of March, April & May that require a faster turn time you may request an expedited production schedule for an additional charge .	Standard Production Schedule <small>(Included with Replacement Cost)</small> \$5.00 (4 Week Production Schedule) \$15.00 (2 Week Production Schedule)
Replacement Amount Quoted (Standard Production Time)	\$
Additional Rush Fee	\$
Total Amount Enclosed <small>(Quote Plus Any Additional Rush Fees)</small>	\$

Comments:

Replacement Checklist:

- Completed Replacement Request Form
- Official transcript obtained from 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

*The name printed on your re-placement diploma will be how it reads on your official transcript.