

April 26, 1995

BY FACSIMILE

217-351-9214

Ms. Becky Kelly
Collegiate Cap and Gown
1000 N. Market St.
Champaign, IL 61820

Dear Becky:

Thank you for sending the fabric samples for our special order of a hood for an honorary doctorate to be awarded at the University of Oregon commencement ceremony scheduled for June 11.

As you and I discussed recently over the phone, we would like the design of the hood to be based on the Notre Dame University example shown on page 3 of your company brochure. We have selected the following fabrics:

Base: No. 825 6265, hunter green, 100% acetate
Border: No. 288 2411, emerald, velvet

I believe that you have the University of Oregon's colors (yellow and green) on record. We request that the green part of the satin lining be of a shade that matches the base color and that all braid trim be gold.

We are eager to receive the hood well in advance of the commencement ceremony and thus would appreciate receiving any paperwork necessary to initiate the order. I will be happy to provide you with a purchase order or other document at your direction. I also would appreciate your providing an estimate of the cost of making and shipping the hood.

Please call or fax me to confirm your receipt of this order and to advise me any further information you may need.

Thank you.

Sincerely,

Susan E. Plass
Assistant Vice Provost for International Affairs