



Phelan Conan Ltd.
ROBEMAKERS SINCE 1845

No. 44, Fashion City, Ballymount, Dublin 24.

**ALL STUDENTS MUST PRE-PAY FOR THEIR ROBES WITH OFFICIAL ROBEMAKERS
PHELAN CONAN LTD. BEFORE THE DEADLINE OF 13th November 2019
NO CASH WILL BE ACCEPTED ON SITE**

METHODS OF PRE-PAYING.

1. **ONLINE** - WWW.PHELANCONAN.COM
 - LOG ON AND SELECT "STUDENT HIRE", SELECT YOUR INSTITUTE AND FOLLOW THE INSTRUCTIONS UNTIL YOU RECEIVE A REFERENCE NUMBER. THIS REFERENCE IS YOUR PROOF OF PAYMENT SO PLEASE BRING IT WITH YOU ON THE DAY ALONG WITH PHOTO ID.
2. **POST** -
 - FORWARD A BANK DRAFT OR POSTAL ORDER MADE OUT TO PHELAN CONAN LTD. TO THE ABOVE ADDRESS FOR THE COST OF HIRE (€45) WITH THE BOOKING FORM BELOW COMPLETED IN FULL. YOU WILL RECEIVE A TEXT MESSAGE WITH YOUR ORDER NUMBER AS SOON AS IT IS PROCESSED. **NB - IF SENDING IN A CHEQUE OR POSTAL ORDER PLEASE WRITE YOUR NAME, COLLEGE AND TELEPHONE NUMBER ON THE REVERSE.**

WHEN BOOKING YOUR ROBES IT IS ESSENTIAL THAT YOU SELECT THE CORRECT DATE AND TIME FOR YOUR GRADUATION

IF YOU REQUIRE ASSISTANCE WITH ANY OF THE ABOVE PLEASE CONTACT OUR STUDENT HELPLINE PH: 01 4295300 OR EMAIL info@phelanconan.com.

Deadline: bank drafts or postal orders must be received in Phelan Conan Ltd by **13th November 2019**

Name of Institution: _____

Date of Ceremony:
& Time _____

Please state course title in full: _____

Please complete the following details (in **BLOCK CAPITALS**) and return this page to Phelan Conan Ltd on or before the deadline.

DO NOT use this form if you have booked on-line

First Name:

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Mobile Tel No.:

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Email: _____

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Please now post form (with remittance of €45) to Phelan Conan Ltd, unless you have already booked on line or by phone.

*** Hire fee is €50 to students paying on the day. No cash payments will be accepted.**

Enjoy your Graduation Day

Terms & Conditions

Condition of Hire:

- During the continuance of the hiring, the hirer shall be liable to the owner to the extent of the full retail price, against loss of or damage to the garments which are the subject of this agreement or any part thereof from whatever cause arising, whether or not such loss or damage results from the negligence of the hirer.
- The use of robes is restricted to the person named in the contract.
- The company reserves the right to charge (in addition to the hire charge) the full retail price for garments not returned, or damaged whilst in the possession of the bearer.
- Robes must not be taken out of the country and should be returned after the ceremony.
- Should you require to borrow your robes after the ceremony, you must notify our staff when you collect them.

How to Collect and Return your set of Robes:

Collection: Your set of robes will be prepared for you by our staff in respect of the information you give to us. Your robes will be available prior to the ceremony in the robing room set aside by the College/University. A text message acknowledgment will be returned to you, so please ensure you include your mobile phone number in the information you give us. This text message constitutes a proof of your booking and payment to PHELAN CONAN LIMITED. It will also show the reference number that would have been allocated to the robes prepared for you.

This text message will be needed for the collection of your robes. Make sure you have it with you.

Return: Attached to your robes, will be a label with your name, faculty and reference number. This label will be needed to register the return of your robes after the ceremony. Should you require to borrow your robes after the ceremony, you must notify our staff when you collect them.

Hats: A selection of hat sizes will be available when you collect your robes.

Special Needs Student: If you feel you may need a special gown (extra large, extra small, wheelchair users...) please enclose a separate letter with your order form and we will do our best to meet your requirements.

Refunds: Any request for refunds must be received by us within 5 working days of the ceremony. The claim MUST be in writing (an e-mail to accounts@phelanconan.com will suffice) and should include your reference number (if you have it), your College/University and Faculty, date and time of the ceremony. You will be charged five euro cancellation fee on a refund.