

Hello,

The following items are needed to print a replacement diploma for you or your family member.

- A copy of the high school transcript for the person needing the diploma. We will follow it for the graduate's name and graduation date.
- A money order or cashier's check for \$45.00, made payable to Herff Jones.
- Your current mailing address. (If the diplomas are hand-signed by the board of education members, we will ship the diploma directly to the school to be signed and ask them to forward it to you.)

Please send these things to the address below:

Attn: Keegan Parker
4601 West 62nd Street
Indianapolis, IN 46268

Once received, production time will be approximately 4-6 weeks. Please let me know if any questions.

Thank you.

Keegan Parker

Keegan Parker
Account Manager
Herff Jones
Phone: (317) 612.3765