



**RITTNERS  
SCHOOL**

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Boston, Ma. 02115  
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[www.floralschool.com](http://www.floralschool.com)

## REPLACEMENT DIPLOMA REQUEST FORM

Dear Alumni,

We understand that you no longer have your original diploma in your possession or perhaps it is damaged. We will be happy to request a replacement diploma for you. If you still have your original diploma and it has been damaged, kindly photocopy it and send that photocopy to us. Whether you have the original or not, we ask that kindly fill out this form and return it to us before the order can be placed.

As soon as we receive this form and payment, we will order your diploma. Although we will try to speed the process it usually takes approximately 6- 8 weeks to receive your replacement diploma.

Please return this form to:

Rittners Floral School  
345 Marlborough St  
Boston, Ma. 02115

First and Last Name: \_\_\_\_\_

Was this your name when you attended school? Yes \_\_\_\_\_ No \_\_\_\_\_

If not what was your last name at that time?

\_\_\_\_\_

Date of Birth \_\_\_\_\_

Which Course did you take? Six Month Sept Day Course \_\_\_\_\_

Evening Course \_\_\_\_\_ Short Concentrated Course Spring, \_\_\_\_\_

**Short Concentrated Course Summer** \_\_\_\_\_

**What Year did you attend** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Address to which you would like your diploma to be mailed**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Kindly include \$79. check payable to "Ritners School."**

**Check Enclosed** \_\_\_\_\_

**Signature** \_\_\_\_\_