

STEP 1: Fill our your shipping address

Name _____ Phone # (____) _____
 Company _____ Fax # (____) _____
 Address _____ E-mail _____
 City _____ State _____ Zip Code _____

STEP 2: Provide us your design information

Select one: Reorder design Specify approved design name: _____
 Custom design Attach artwork to order form or e-mail one of the following formats: (*.jpg, *.pdf, *.gif, *.eps for Windows) to mmcmanus@carpedieminc.com. There is a \$50 setup fee for custom orders. This fee is waived for orders of 24 pieces or more.
 Text only design Fill out text information below. There is a \$50 setup fee for custom orders. This fee is waived for orders of 24 pieces or more.

Text Only Design:
 Available Fonts: *Brush Script* Block Times
 STRAIGHT LINE *Upper Arc* *Lower Arc*
 Text Effects: _____
 Height of letters will be approximately .5", depending on the number of characters and placement on the shirt.

Line 1: * Maximum 16 characters, including spaces. Case-sensitive (i.e. JOHN'S CAFÉ or John's Café).

Font: _____
 Text Effect: _____
 Thread color: _____

Line 2: * Maximum 16 characters, including spaces. Case-sensitive (i.e. JOHN'S CAFÉ or John's Café).

Font: _____
 Text Effect: _____
 Thread Color: _____

STEP 3: Confirm your design location

Shirts, Fleece, Outerwear design placement is defaulted to the LEFT CHEST (LC) unless otherwise specified.

Alternate locations (if other than LC) – Select one:

- Right Chest (RC) Left Sleeve (LS) Right Sleeve (RS)

STEP 4: Make your item selections

STEP 5: Select personalization

Style #	Description	Size	Item Color	Qty.	Name	Location *	Font	Thread Color	Unit Price	Total (Unit Price x Qty.)

ESTIMATED SHIPPING CHARGES: (Based on SUBTOTAL 1)	
Up to \$99	\$12.03
\$100 - \$199	\$15.13
\$200 - \$499	\$20.06
\$500 or more	\$35.23
Alaska, Hawaii, and Puerto Rico add \$10.00 to shipping charges	

*Personalization location is on the opposite side of the chest from logo location.
Subtotal 1: _____
Estimated shipping charges: _____
Custom Design Embroidery Setup fee (\$50.00, if applicable): _____
Personalization fee* (\$3.50 x total items with personalization): _____
Subtotal 2: _____
Estimated state and local sales tax (based on Subtotal2): _____
Estimated total:** _____

* This is for personalization such as a name or monogram. Embellishment of your logo in one place is already included in the unit price.
 ** Within 24-48 hours, you will receive a confirmation e-mail with your actual billing total and estimated delivery date.

STEP 6: Select method of payment

Amex
 VISA
 MasterCard
 Discover
 Check/Money Order enclosed

Card # _____
 Exp: _____
 Signature (as shown on credit card) _____

STEP 7: Mail this order form to:

Carpe Diem Embroidery or Fax form to: 1-407-956-6789
 4535 SW 34th Street, Suite A or
 Orlando, FL 32811 E-mail form to: mmcmanus@carpedieminc.com