

**STEP 1: Fill out 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 mreis@carpedieminc.com. There is a \$50 setup fee for custom orders.  
 Text only design Fill out text information below. There is a \$50 setup fee for custom orders.

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

**Text Effects:**

**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: \_\_\_\_\_ CVV: \_\_\_\_\_  
 Signature (as shown on credit card) \_\_\_\_\_

**STEP 7: Mail this order form to:**

Carpe Diem Embroidery or Fax form to: 1-407-682-4707  
 4560 36th Street or  
 Orlando, FL 32811 or E-mail form to: mreis@carpedieminc.com