



# California Distinguished School

## Ordering Screened Tees and Embroidered Shirts

### Screened Tee Shirt: Minimum Order: 36

You must order **a minimum of 36** screened shirts on your original *and on your repeat orders*. Combine any tee shirt sizes and colors.



### Embroidered Shirts: Minimum Order: 12

You must order **a minimum of 12** embroidered shirts on your original *and on your repeat orders*. Combine any embroidered shirts, sizes, and colors.



### Delivery Time

Shirts are shipped directly from the manufacturer to you. Allow up to 4 weeks from the date your order is received at *Promote* for delivery. If you order screened shirts *and* embroidered items on the same order, *do not expect them to arrive at the same time*. The screened and embroidered shirts are produced by two different companies and are shipped from two different locations as they are completed.

### Calculating Shirt Costs

*(You may need this calculation if individuals are purchasing their own shirts.)*

The actual cost of each shirt is the shirt cost + a 10% shipping/handling charge + your local city/county sales tax.

To accurately determine the **total** cost of **each** shirt:

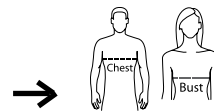
1. First add the shirt cost and the 10% shipping handling charge.
2. Using the **combined** total of the shirt cost *and* the 10% shipping/handling charge, calculate your local city/county sales tax.
3. Add the sales tax to the combined total of the shirt cost and shipping cost.

### How to Determine Shirt Sizes and Fit

**Do not assume** that your normal shirt size is necessarily appropriate for the shirt styles offered in this catalog.

To determine your shirt size:

1. Measure your chest around the upper body, under arms and around the fullest part of your chest, keeping arms down at sides.
2. Find your chest size on the top chart, "Your Measurement".
3. Compare your chest measurement with the "Actual Shirt Measurements" on the lower chart.
  - If your chest measurement is on the high end of the lower chart, or if you prefer a looser fit, a size increase may be necessary.
  - If your chest measurement is on the low end of the lower chart, or if you prefer a tighter fit, a size decrease may be necessary.



### Counting Shirts In When they Arrive

Match the number of shirts you ordered on your copy of the Master Order Form with the shirts you receive from the manufacturer. **Do not count your shirts** by comparing them to any other tally form that you have made or by comparing them to order sheets from individuals.