

ORDERING INSTRUCTIONS

1. Download and Print the order form that is located below this text
2. Select the Style Number of the Lapdesk that you want to purchase and enter it on the order form
3. Enter the description on the order form
4. Enter the Quantity
5. Enter the Background Pattern or Color
6. Select the color of the cushion for the Lapdesk – PINK, Blue or Black
7. Carefully PRINT the name or information that you wish to be added to the design of the Lapdesk
8. E-Mail the photo(s) that you wish included on Lapdesk (see order form)
9. Calculate the price for each Lapdesk
10. If you are ordering Business Lapdesks logos and product photos can be added to your Lapdesk for gifts, marketing, awards, etc.
11. For completely custom Lapdesks, or for quantity discounts of identical layouts, please contact Cheryl for details. See order form for contact info.

File formats accepted are .wmf, .gif, pdf, and jpeg. For photos, the higher the resolution, the better. Emily's Embroidery cannot guarantee the quality of low-resolution photos taken with a cell phone.

Shipping/Handling to US destinations:		
Orders up to \$35	\$	10.50
Orders \$36-\$70	\$	13.50
Orders \$71-\$100	\$	16.50
Orders over \$100	\$	19.50

