

September 19, 2022

TO: CAPE COD SKI CLUB MEMBERS:

The Cape Cod Ski Club is pleased to introduce its new branded apparel program that includes hundreds of items that you will order directly with our vendor Advanced Embroidery MA in New Bedford MA. Initially, items that can be embroidered with our logo are being offered. These include fleece and sweatshirts items, including hoodies, jackets and vest. Outerwear that will help everyone stay warm during our favorite season of the year. Other categories include Activewear, Caps (a new script only logo has been developed for baseball hats, beanies, headbands, and visors), Polo Knits, and finally Bags and Accessories, (over 900 catalog pages of items made with a variety of materials, in women and men sizes, with a wide assortment of colors. T-shirts are typically silkscreened and not embroidered, and silk screening requires a minimum of 24 pieces. We expect to offer silkscreened items down the road.

Now for the details.

1. Our vendor is Advanced Embroidery MA in New Bedford MA. Their website is www.advancedembroideryma.com. They have a very user-friendly website, and their staff are very customer focused, and a delight to work with. They are not affiliated with Advanced Embroidery in Hyannis.
2. Once connected, scroll down, hit PRODUCTS, and go shopping. When you hit a product category you are re-directed to the online catalog.
3. IMPORTANT TIP...once you tap on an item, **look for the "Spec Sheet"** above the company name. Each item has a detailed spec sheet that provides dimensions on each size being offered. **Please review it carefully, the Vendor and the Club are not responsible for wrong size ordered.**
4. IMPORTANT TIP...once you select a specific item you will be guided through a few windows. When you arrive at the color, size, price grid window, add the quantity that you want into the appropriate box; color (on the left side) and the size (along the top). Update Cart and return to shop for additional items.
5. Once you have completed your order hit Submit Shopping Cart. There you can review your order and if all is ok, hit Submit Shopping Cart again.
6. Scroll down through your order and complete the form that starts with "Please Check One" ...then check the first option..." Would like to order the products I've selected...". add your name, address, email address, and phone number.

7. Next "Preferred Delivery Date. Put in a three week lead time date, **PLEASE REMEMBER THAT SUPPLY CHAIN LEAD TIMES AND AVAILABILITY ARE STILL AN ISSUE.** Advanced Embroidery MA orders merchandise several times a week and once they receive the items, the embroidery is added.
8. Next "**Imprint Information**", Enter CAPE COD SKI CLUB. This identifies the Logo to be embroidered on your items.
9. If you order a baseball hat, the default embroidery will be the New Script Logo "Cape Cod Ski Club" with white thread. On White hats the thread color is blue.
10. Next "**Special Instructions**" If you order a baseball hat and want the existing "SKI" logo on it, write "**SKI LOGO HAT**" in this box.
11. All Visors, Headbands, Beanies, and Pom Pom Beanies will only have the New Script Logo.
12. Once you send the order it goes to Advanced Embroidery MA. They will email you a summary of the order, including item cost (which includes a \$6.00 embroidery charge per item), and shipping cost. All transactions are directly with Advanced Embroidery MA and not the Club. They will call you to get your credit card info. Once payment has been received, they will order your items.

We are excited about the breadth of this catalog and the ability to bring it directly to you. Your support of this program is appreciated. Questions can be directed to rlhowes2@gmail.com .

Bob Howes