

Effective Tuesday, March 17, 2020 until Further Notice

Based on information and advice from the CDC and the Pennsylvania Department of Health, LaPerla LLC is limiting physical interactions to reduce potential exposure to the COVID-19 coronavirus. Our goal in the below “appointments only” policy is the safety and health of both the employees and the customers of LaPerla LLC.

1. All orders and communication will be done through emails to Carmen@LaPerlaLLC.com. **No orders will be accepted in person, by phone or text.**
2. The LaPerla LLC facility is closed to any “drop-in” customers, but LaPerla LLC will continue work for as long as possible on current orders and future orders received through email to Carmen@LaPerlaLLC.com.
3. Use the downloadable order form on this page to complete orders for when you are providing the apparel. Make certain a completed and signed form is included with when you deliver the apparel at the time of your arranged appointment. Someone from LaPerla will review the form(s) with you to assure the quantities agree with what is received and to clarify, if needed, imprint/embroidery instructions. Personal space of a minimum of 3 to 6 feet will be utilized.
4. The downloadable form can also be used if you want LaPerla LLC to provide the apparel. The Store link on our website can be used (click on the Online Catalog picture) to search for apparel appropriate for your order. It is **important** to include the item number, color of the garment/hat. NOTE: prices on the online catalog are for blank items. Once your order is submitted it will be reviewed and an estimate/quote will be sent to you for approval before LaPerla LLC orders the items. If the COVID-19 pandemic affects our production you will be notified.
5. Please note that our standard production time is 2 weeks from approval of both the estimate/quote **and** any artwork for silkscreen and/or embroidery.
6. When you have completed your order, email it as a scanned pdf file or, if necessary, as a clear and readable jpg picture to Carmen@LaPerlaLLC.com. She will assure the proper handling of your order.
7. When the work is completed an invoice will be emailed to you.
8. Once payment is received you will be contacted to arrange a time for picking up the order. **At this time, because of the COVID-19 contagion, we only accept payment by credit or debit card paid online.**

