

## How to send your artwork

In order for us to re-produce your artwork as accurately as possible, we have produced this simple guide for your reference.

Please carefully note that we do have a minimum first time order on new logos of 10 items.

If your order does not meet our minimum first time order, please contact us on 03300 249110.

### Embroidery

#### **1. Format of artwork required**

- ✓ DST file
- ✓ EMB file
- ✓ A picture of your logo embroidered on an existing garment [please ensure that the picture you are sending to us matches the DST and EMB file or this will cause an error]
- ✓ Pantone colours used in the logo [with clear instructions about which colours relate to which part of the logo]
- ✓ Dimensions of the logo [height and/or width]

DST and EMB files are embroidery specific files that will only be available from an embroidery company that has previously produced your logos.

#### **2. If you do not have / cannot obtain these files**

If you do not have or are unable to obtain these embroidery files, we will need to setup this file for you.

There is a one-off charge of £15.00 excl. VAT for each new logo that we create for you.

In order to create these files, we will need the following from you:

- ✓ EPS file of your logo [in vector format] – or – a clear image of the logo you would like to embroider
- ✓ Pantone colours used in the logo [with clear instructions about which colours relate to which part of the logo]
- ✓ Dimensions of the logo [height and/or width]

## Sublimation Print, Screen Print or Zapkam Pro Subli-Badge

### **1. Format of artwork required**

- ✓ EPS file of your logo [in vector format]
- ✓ Pantone colours used in the logo [with clear instructions about which colours relate to which part of the logo]
- ✓ Dimensions of the logo [height and/or width]

### **2. If you do not have / cannot obtain these files**

If you do not have or are unable to obtain an EPS file, we will need to setup this file for you.

There is a one-off charge of £15.00 excl. VAT for each new logo that we create for you.

In order to create these files, we will need the following from you:

- ✓ A clear image of the logo you would like us to print
- ✓ Pantone colours used in the logo [with clear instructions about which colours relate to which part of the logo]
- ✓ Dimensions of the logo [height and/or width]

## Default Dimensions

Please note that the average sizes are as follows:

- Club logo - average size is 75mm in height or 75mm in width
- Sponsor logo - front - average size is 250mm in width on adult items or 200mm in width on junior items
- Sponsor logo - sleeve, left breast or right breast - average size is 80mm in width
- Number - reverse - average size is 200mm in height
- Number - left breast or right breast - average size is 25mm in height
- Names - reverse - average size is 40mm-50mm in height, depending on name length
- Names or initials - left breast or right breast - average size is 25mm in height