

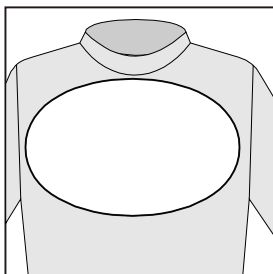
Embroidery Placement Guide

Shirt Front:

Max. Dimensions: 11"h x 13"w

Backings & Toppings: Generally, a tear-away is used for woven goods, and cut-away is used for knits. Pique knits work better with a topping. With shirts, always try to use the most flexible, thinnest backing solution that can reliably stabilize the fabric of the garment.

Location Directions: Use large oval hoop for adults, smaller oval hoop may be required for youth. Design should be horizontally centered, vertical center depends on design. Top of design should usually be within a few inches of the neckline. Design is meant to display on pectoral area, and if possible, no lower. You want to avoid emphasizing the customers belly or breast with the design. Design must always appear "above center" on shirt.

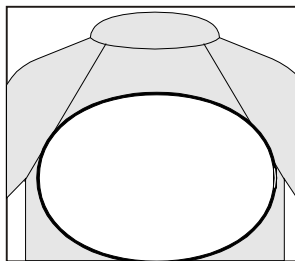


Shirt Backs:

Dimensions: 11"h x 13"w

Backings & Toppings: Generally, a tear-away is used for woven goods, and cut-away is used for knits. Pique knits work better with a topping. With shirts, always try to use the most flexible, thinnest backing solution that can reliably stabilize the fabric of the garment.

Location Directions: Use large oval hoop for adults, smaller oval hoop may be required for youth. Design should be horizontally centered, top of design should be 4 to 5 inches below collar. Most designs should appear to center over wearer's shoulder blades. **Special Notes:** Very squat designs (like 2" lettering) should rest with bottom just above armpits.



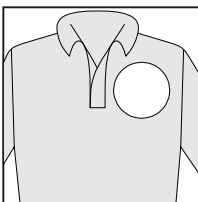
Shirt Crest - No Pocket:

Max. Dimensions: 4"h x 4"w

Backings & Toppings: Generally, a tear-away is used for woven goods, and cut-away is used for knits. Pique knits work better with a topping. With shirts, always try to use the most flexible, thinnest backing solution that can reliably stabilize the fabric of the garment.

Location Directions: Top of design should be approximately 3.25" down from collar and horizontally centered 4" - 5" from the center line, depending on size of shirt. Design should always be closer to center line than edge of shirt. Traditionally, a design on placket shirts is located 1.5" to the side of the placket, and top of design aligns with second button. Rarely should a design extend more than a half inch below the placket.

Special Notes: Check job paperwork for LEFT or RIGHT alignment.



Shirt Crest - w/Pocket:

Max. Dimensions: 3"h x 4"w

Backings & Toppings: Generally, a tear-away is used for woven goods, and cut-away is used for knits. Pique knits work better with a topping. With shirts, always try to use the most flexible, thinnest backing solution that can reliably stabilize the fabric of the garment.

Location Directions: Design must be centered above pocket, vertically centered approximately 2" from top of pocket. Design should never come closer than 1/2" from pocket or 2.5" down from collar.

Special Notes: Be cautious of fabric tension if you must hoop a portion of the pocket with the crest. Hooping the pocket with the crest can cause unstable areas near the top of the pocket.

