# STEP-BY-STEP GUIDE TO EMBROIDERY SETUP

## NEW EMBROIDERY CREATION*

Cintas Corporation • 5600 W 73rd Street • Chicago, IL 60638 U.S.A.
U.S. Phone: 1.800.864.3676
U.S. Fax: 1.800.864.3888
International Phone: 1.800.922.9620
International Fax: 1.800.889.0332

Account Number:

Contact Name:

Company Name:

Email Address:

Street Address:

City:                State:                Zip:

Work:                Home:

## ARTWORK

Several types of artwork are acceptable:

1. **Artwork files.** Acceptable PC and Mac formats include:
   ☐ TIFF  ☐ BMP  ☐ JPG  ☐ EPS (Please select one.)

2. **Camera-ready artwork.** A black-and-white image that has clean lines. A one-color piece of artwork can be accepted for very simple designs. A one-time art fee will be applied.

3. **Digitized tapes.** You may already have an embroidery tape. These are subject to a one-time art fee. Acceptable embroidery tape formats include:
   ☐ DST  ☐ FDR  ☐ EXP (Please select one.)

## SELECT THREAD COLOR

Specify thread by PMS color, or you may view thread colors at www.cintas.com. Click on "The Uniform Book", then click on "Embroidery".

**EXAMPLE:**

Color A:  Snow White (1801)  "The Uniform People"

Color B:  Royal (1812)  "C-I-N-T-A-S"

Color C:  Red (1839)  Red Bar (The Uniform People background)
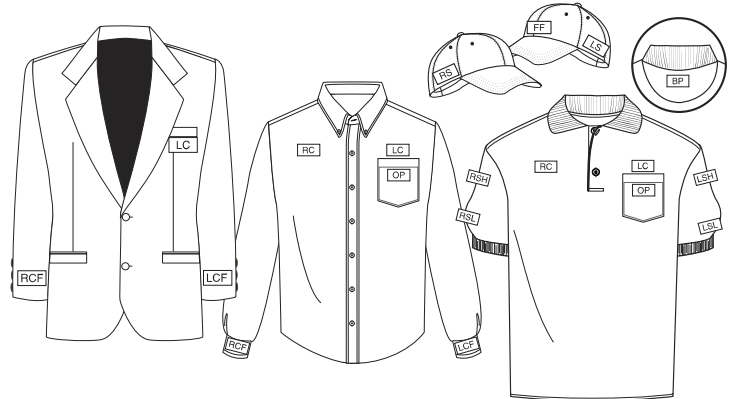
Color 1:

Color 2:

Color 3:

Color 4:

Color 5:

Color 6:

*Please complete a separate form for each logo.

**More embroidery placements may be available. Please call to inquire.

## LOGO SIZE & PLACEMENT**

Placement is important because some garments restrict the size of the embroidery. See the chart below for restrictions. Certain fabrics are more conducive to embroidery than others. Please call to inquire.

| | | | | | |
|---|---|---|---|---|---|
| RCF | Right Cuff | RSL | Right Sleeve | RS | Right Side |
| LCF | Left Cuff | LSL | Left Sleeve | LS | Left Side |
| LC | Left Chest | RSH | Right Shoulder | FF | Full Front |
| RC | Right Chest | LSH | Left Shoulder | | |
| OP | On Pocket | BP | Back Panel | | |

| Placement Code | Maximum Logo Size (HXW) |
|---|---|
| RCF, LCF, BP | 1½" x 3" |
| OP | 2" x 2½" |
| FF, RS, LS | 2½" x 4" |
| RC, LC, RSH, LSH, RSL, LSL | 3" x 3" |

## SENDING YOUR ORDER

Mail your completed General Order Form and Step-By-Step Guide along with your artwork to:
Cintas Customer Service
5600 W 73rd St
Chicago, IL 60638 U.S.A.

For faster service, email all of the information required on the General Order Form and the Step-By-Step Guide along with your artwork to:
embroideryteam@cintas.com

## THE NEXT STEPS

1. Cintas will digitize your logo and create an embroidery tape from which an embroidered sew-out (sample) will be sent to you for approval with in 5 business days.

   SEW-OUT (SAMPLE)

2. Upon receiving your approval, your logo will be applied according to your specifications.

# PERSONALIZATION

## TO REQUEST PERSONALIZATION

1. **Select Placement.** See page 4 for a full listing of placement options.

2. **Select Thread Color.** For a listing of available thread colors, please visit www.cintas.com.

3. **Select Font Style.** Available font options shown at right.

4. **Select Font Size.** See below for available font size range.

5. **Select Message.** Cintas will embroider up to three lines of text. Indicate your personalization characters, which includes spaces and punctuation. Please review the character chart below to determine how many characters fit on a line. Personalization charge is $3.95.

6. **Complete The Order Form.** Print name(s) or word(s) in the area specified on the order form. Be sure to also indicate your choice of thread color, font style and font size on this form as well.

## SILK SCREENING AND PATCHES

Call Customer Service at: 800-UNIFORM **(800-864-3676)** or **International 800-922-9620,** for information on silk screening your company's logo on Cintas product or to learn more about customizing a patch from our collection.

## FONT STYLE OPTIONS

| Font Sample | Code |
|---|---|
| Full Block Mixed | FBM |
| FULL BLOCK UPPER | FBU |
| Plain Block Mixed | PBM |
| PLAIN BLOCK UPPER | PBU |
| Roman Block Mixed | RBM |
| ROMAN BLOCK UPPER | RBU |
| Easy Script Mixed | ESM |
| EASY SCRIPT UPPER | ESU |

## MAXIMUM CHARACTERS PER LINE

|  | ¼ | 5⁄16 | 3⁄8 | 7⁄16 | ½ | 9⁄16 | 5⁄8 | 11⁄16 | ¾ |
|---|---|---|---|---|---|---|---|---|---|
|  | Upr/Mxd | Upr/Mxd | Upr/Mxd | Upr/Mxd | Upr/Mxd | Upr/Mxd | Upr/Mxd | Upr/Mxd | Upr/Mxd |
| **Full Block** |  | 16/17 | 11/15 | 9/13 | 8/11 | 7/10 | 6/8 | 6/8 | 5/7 |
| **Plain Block** |  | 16/19 | 13/16 | 11/13 | 9/12 | 8/11 | 7/9 | 6/8 | 6/7 |
| **Roman Block** |  | 16/17 | 11/15 | 9/13 | 8/11 | 7/10 | 6/8 | 6/8 | 5/7 |
| **Easy Script** |  | 21/25* | 17/21** |  |  |  |  |  |  |

\* Over 21 characters, width will be approximately 6"
\*\* Over 17 characters, width will be approximately 6"

| SIZE | CHARACTERS |
|---|---|
| 5/16" | Plain Block Mixed 1 |
| 3/8" | Plain Block Mixe |
| 7/16" | Plain Block M |
| 1/2" | Plain  Block |
| 9/16" | Plain Block |
| 5/8" | Plain Blo |
| 11/16" | Plain Bl |
| 3/4" | Plain B |