

Portland Embroidery Company - Order Guidelines

When buying product from us through Sanmar

Select product at www.sanmar.com and email this completed form to info@portlandembroideryco.com
Once we check product availability and prices, we will send you a quote for approval before starting
Order processing may take 2-3 weeks from the time of approval

Select product at Sanmar.com and email this completed form

Name:		Company Name:									
Email:		Phone #:		Date:							
Product 1 Style:		Product 2 Style:		Product 3 Style:							
Product 1 Color:		Product 2 Color:		Product 3 Color:							
Qty by size:	YS___YM___YL___YXL___XS___S___M___L___XL___2XL___LS___LM___LL___LXL___L2XL___Other_____										
Logo process product 1: (check 1)		Embroidery <input type="checkbox"/>		Heat Press <input type="checkbox"/>		Screen Print <input type="checkbox"/>					
Logo process product 2: (check 1)		Embroidery <input type="checkbox"/>		Heat Press <input type="checkbox"/>		Screen Print <input type="checkbox"/>					
Logo process product 3: (check 1)		Embroidery <input type="checkbox"/>		Heat Press <input type="checkbox"/>		Screen Print <input type="checkbox"/>					
Logo 1 File Name:		Logo 2 File Name:			Logo 3 File Name:						
Logo 1 File Location:		Logo 2 File Location:			Logo 3 File Location:						
Logo 1 Size:		Logo 2 Size:			Logo 3 Size:						
Logo 1 Color:		Logo 2 Color:			Logo 3 Color:						
Do you have hi-res vector files to send to us?		Yes		No		If no, do you want us to create them for you at \$60/hr?		Yes		No	

* See page 2 for the Vector Artwork Guidelines for detailed instructions on what type of files we need to print your logos.



SEND US YOUR VECTOR ARTWORK

For **Embroidery**, **Screen Printing** and **Vinyl Heat Press**, please send us only Vector graphics. Acceptable formats: .eps .ai .svg

DO NOT SEND: .PNG, .JPG, .TIFF, .PSD, .BMP, or GIF

For **Direct to Garment Printing**,
Acceptable formats: .eps .ai .svg .PSD .TIFF JPG, PNG, BMP, or GIF

Vector art is created using vector illustration software programs, such as Adobe Illustrator or Corel Draw



MY ART ISN'T VECTOR! WHAT NOW?

If you had a professional designer create your art, chances are they created your design as vector art, but could have neglected to provide you with the vector files. Contact your designer, and ask for the vector files. If you work in a large company, contact your company's marketing department or design department. They will probably have the files that you need.

If you discover that you have a non-vector art file, and you need vector art, there's only one thing to do: Hire a graphic designer to re-create your design as vector art. We can re-create your design as vector art for \$60/HR