



Business Centre West, Avenue One, Letchworth Garden City
Hertfordshire SG6 2HB United Kingdom

Embroidered Badge Ordering guidance

To order Embroidered Badges, please email your order with the following:

1. An attached copy of your organisations crest and/or logo and/or any other graphic you would like on your badges.
 - a. Please supply as high a quality copy as you have available.
 - b. Alternatively you can post a hard copy to us and we will scan it for you.
2. A specification of text you want on the badge spelt as you would like it to appear on the badge.
3. State any preferences you have for colours and/or fonts.
4. State any preference for shape and size – you may like to refer to an existing badge, eg "As per the Karate badge on your web site".
5. If you have an outline sketch available, please send this to us.

For items 3 & 4 above, if you have no preferences, please leave it to us and our graphic designers will design your badge using their professional judgement.

Please do not hesitate to contact us with any questions or queries. In the meantime we look forward to serving you as our valued customer.