

Switching workwear supplier? Here's what to gather.

Everything that helps us match what your team already wears.

You won't have all of it. Most people don't, and that's fine. Tick off what you can find, send it over, and we'll help track down the rest.

1 Tell us what you have Whatever's on this list you can find.	2 We match it Garments, colours, branding and positions.	3 You sign off a sample We photograph the embroidery for approval before production.	4 Reorders get easier We know the account, so you're not starting again.
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01 Garment information

- ☐ **A recent invoice or quote from your current supplier**
The quickest way for us to see garment codes, brands and prices in one go.
- ☐ **Garment codes and brand names**
For each type of garment your team currently wears.
- ☐ **Exact colour names**
Some brands have several navies, so "navy" may not be enough. It might be "French Navy" or "Oxford Navy".
- ☐ **Sizes**
By person or by team, if you have them to hand.

02 Logo and embroidery files

- ☐ **Embroidery machine files (.dst or .emb)**
Your current supplier will have these. If you paid a setup fee, you may be able to request a copy. You won't be able to open them yourself, that's normal: it's the file the embroidery machine reads.
- ☐ **The PDF run sheet that goes with each embroidery file**
It usually lists the thread colours used.
- ☐ **Vector logo files for anything printed (.ai, .eps or .pdf)**
These let us scale your logo without it going blurry. Even these file types aren't always in the right format, so just send what you have and we'll check.

03 Colours

☐ **Pantone references for your logo colours**

For example 151C. These are different to RGB, CMYK and Hex codes. No Pantone references? That's fine, we'll work with you to get the colours right.

☐ **Your brand guidelines document, if you have one**

It's usually where the Pantone references live.

04 Samples and photos

☐ **A physical sample of a current garment**

The best option. It lets us check colours and match thread colours if they're not in the documents above.

☐ **Or clear, close-up photos of the embroidery**

If you can't send a sample, good photos of the embroidery on your current garments still help us get a close match.

Switching because of quality? Then we're probably better off starting your branding fresh, rather than matching something you weren't happy with in the first place.

What to ask your current supplier

Most of the files above sit with them. A short email like this usually does it:

"Could you send over copies of our embroidery files (.dst or .emb) and the PDF run sheets for each logo, plus the garment codes and colours from our last order? Thanks."

Notes

Send over what you've got

Stuck on any of it? Give us a ring and we'll work out what you actually need.

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