



Public Safety Cadets - Custom Patch Order Form:

Begin the process by reviewing and filling out this Custom Patch Request Form (Please Print). Order must include your contact information on this first page, as well as your patch drawings, or electronic design image, or photograph of existing patch for reference.

First Name: _____ **Last Name:** _____

Mailing Address: _____

Phone Number: _____ **Email:** _____

Name of Agency/Department: _____

Quantity (100 minimum): _____ **Number of Colors:** _____

Patch Width: _____ **Patch Height:** _____

Attach Your Design to Email Order: Along with the above information, please attached a jpeg (preferred digital format) of your patch design to your email. Please review the following "Order Process" to understand what we need for your attached patch design.

Payment: You will be sent an invoice containing amount due upon final approval and order of your design.

Order Process

1. DESIGN

Make decisions about your design (shape, size, color, emblems, etc...). This form will walk you through some of the design options.

- Existing Patch Design: If you already have an existing patch or patch artwork, please email us image files along with this form.
- Patch Matching: If you have an example of a patch that you would like us to match, but want some changes, please sketch out and note your desired changes.
- New Patch Design: Create a sketch using this form and send it to us (this form will walk you through the new design options).
- Should your patch not reflect the words, "Public Safety Cadet(s)", "Cadet", or the PSC seal or crest, please insert the initials, "PSC" in small, 1/8" uppercase font at an appropriate location on the design. This is requested to reflect affiliation with the Public Safety Cadets organization.

2. ARTWORK REVIEW

Artwork Confirmation: We will send you back a professional rendering of your patch drawing for review and approval.

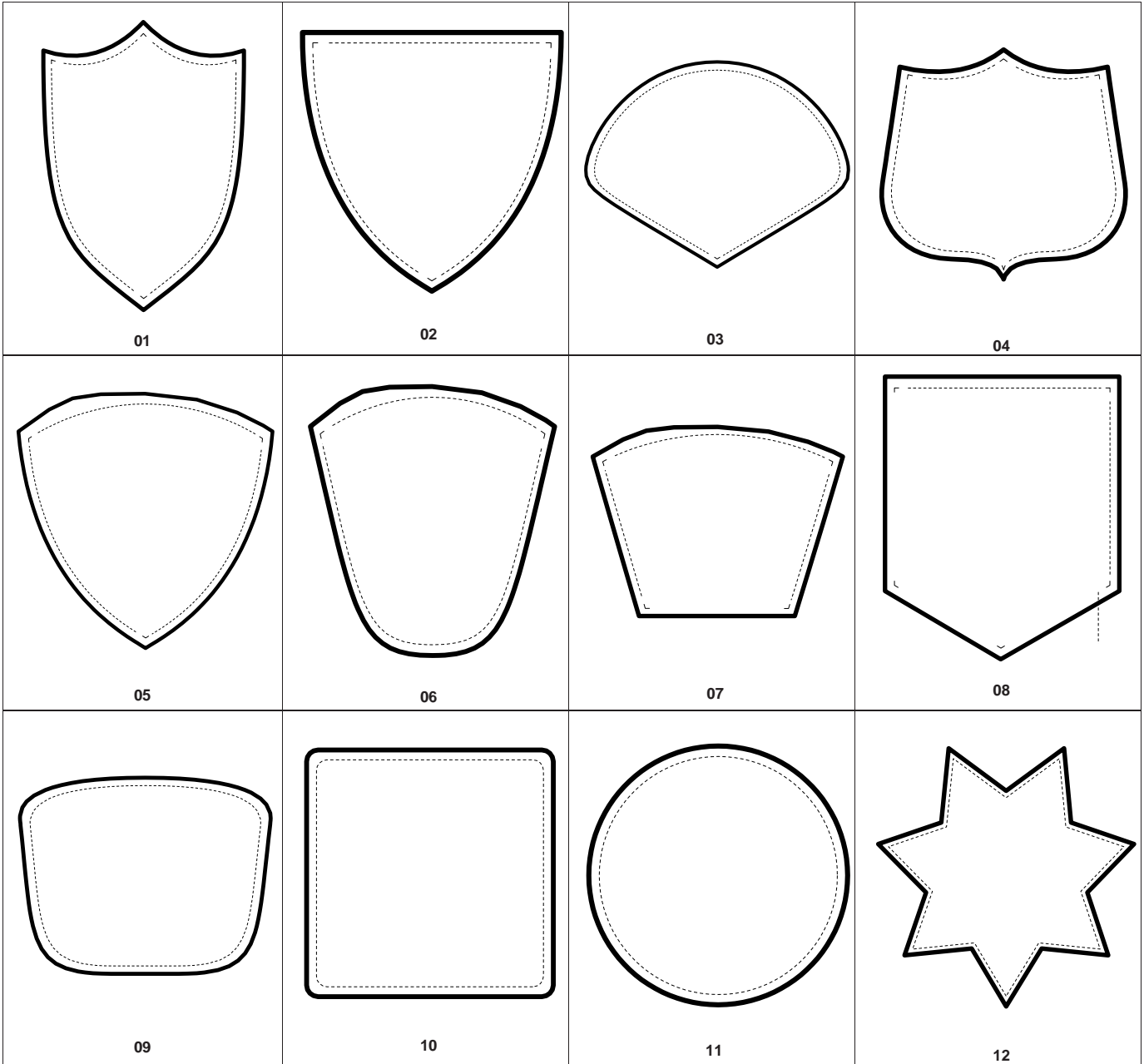
NOTE: **Once you have approved every aspect of your design (including spelling, colors and shape) and submit for production, Public Safety Cadets is not responsible for spelling errors etc. that comport to your design instructions.**

3. SHIPPING When the patches are completed, we will ship your order to you. Usually, 4-6 weeks.

New Patch Design - Shape

START WITH A SHAPE










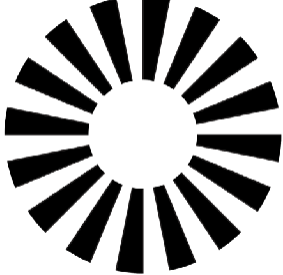


You may print one of these shapes to use for your patch. You will then use that to draw your patch details, and send with your order. You may also use a shape of your choice not shown here.



New Patch Design - Elements

ADD DESIGN ELEMENTS INTO YOUR PATCH SHAPE

These are just a few common elements for use inside your overall patch shape. You can print and adhere, or draw, elements into your patch shape and drawing. You may also incorporate your own custom design elements and ribbon panels.

 <p>01 - PSC Logo</p>	 <p>02 - PSC Crest</p>	 <p>03</p>
 <p>04</p>	 <p>05</p>	 <p>06</p>
 <p>07</p>	 <p>08</p>	 <p>09</p>
 <p>10</p>	 <p>11</p>	 <p>12</p>

New Patch Design - Color

SPECIFY COLOR

Use these specific colors and corresponding color codes below color, to indicate what colors you want on your patch. Or, if you already have specific Pantone (PMS) colors desired, please indicate those on your patch drawing.

Note: Computer monitors and printers produce different color variances. These colors may not be an exact match to the actual thread and fabric colors.

Example:
Colors for an agency Cadet patch (using the PSC logo as center design element)



COLORS

- Twill
 - Sc324
- Merrrow Border
 - 900
- Thread
 - 900
 - 523
 - 484
 - 334
 - 228
 - 172
 - 738
 - 701

Twill Colors

Twill is the flat fabric that layer together and provide a base for the embroidery stitching.

PMS 0000	PMS 000	PMS 0000C	PMS 000 C	PMS	PMS	PMS	PMS
PMS 000	PMS 000	PMS 000	PMS	PMS	PMS	PMS	PMS
				FPO - Waiting for Colors from Vendor			
PMS	PMS	PMS	PMS				PMS
PMS	PMS	PMS	PMS	PMS	PMS	PMS	PMS
PMS	PMS	PMS	PMS	PMS	PMS	PMS	PMS

Thread Colors

Thread is the embroidery used to hold twill elements together, create words, and the merrow border (the looping of thread all the way around the border of the patch - front to back).



New Patch Design FAQ

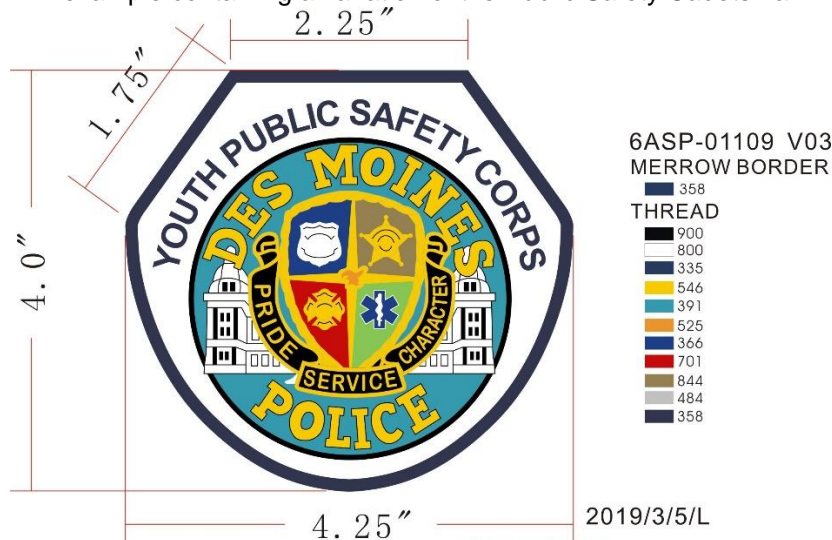
Frequently Asked Questions about custom made embroidery

- **How long does it take to get my order once I approve my artwork?**
Please allow 4-6 weeks, pending availability of our manufacturer's customer order volume.
- **Can you make shoulder emblems and embroidered breast badges?**
Yes, just submit your design sketch, wording, dimensions and color scheme.
- **I'm not good at making sketches, do I have to send you my drawing?**
Yes, it provides us with a basic visual for our designers to turn into a formal design. A simple hand drawing of your design will suffice. Please include general size dimensions of height and width.
- **What is the smallest text size I can use on my patch?**
Generally, anything smaller than 1/8" is not legible with embroidery.
- **What file format can I send for my patch drawing/artwork?**
Please send your images via jpeg, or .pdf
- **Can I get a physical sample of my patch before placing the full order?**
Generally, we are unable to create just one patch for sample purposes. Our ability to offer the best possible pricing, is based on the minimum order of 100 patches. The Public Safety Cadets circular patch provided to you upon registration is typical of the fully embroidered quality and vivid color you may expect. With a minimum order of 500 patches, a sample may be provided for a service charge of \$50 to cover the costs of making a design tape for embroidery and shipping.
- **How do I send my order into PSC?**
Please email your questions and orders to: info@PublicSafetyCadets.org and place "Patch Order" in the subject line.

What are the methods of payment?

You will be invoiced for each emblem order. Upon receipt, you may pay by check or credit card. Checks should be made payable to: Public Safety Cadets and sent to: Public Safety Cadets, 50 Catoctin Circle, NE, Ste. #303, Leesburg, VA 20176.

- **What is the estimated cost per emblem?**
Cost is determined by quantity of patches ordered, overall size and number of colors. There is a one-time 'Tape Charge' to set up the custom design in the embroidery machine, typically \$45. Shipping costs are additional.
- An example containing a variation of the Public Safety Cadets naming convention incorporating the PSC Crest:



1. Please always check spelling and font carefully. Computer Disc will be made on final approval of artwork, any corrections after disc are made will cause new computer disc fee.
2. Please understand if the distance between each letter or logo is within 2mm, there will be connection stitches between letters, if the distance over 3mm, the connection stitches will be cut automatically.

Example of connection stitches

