Fabric Sample Guidelines

Effective Date: January 30, 2025

To maintain consistency and ensure quality in our custom fabric sample process, the following guidelines must be adhered to when creating, dyeing, and sublimating fabric samples.

1. Minimum Size Requirement

All fabric samples must be no smaller than **2 inches by 2 inches**. This size ensures that each sample is large enough to represent the fabric's texture, color, and quality accurately.

2. Batch Creation of Samples

- All fabric samples must be created in **batches of 2**.
- This ensures one sample can be sent to the customer, and the second sample is retained for **company reference** and record-keeping.
- Both samples in the batch should be produced under identical conditions to ensure consistency between samples.

3. Dyeing Process and Recipe Documentation

- When dyeing fabric samples, a **recipe card** must be filled out with the details of how the color was achieved.
    - Include the exact dye formula, dye types, and any specific processing instructions.
- The **second sample** of the batch must be attached to the recipe card.
- After completion, the **recipe card** with the attached sample should be placed in the **appropriate sample binder** for future reference.
- This documentation helps ensure color consistency for future orders and serves as a record of the dyeing process.

4. Sublimation Sample Labeling

- All sublimation samples must be **clearly labeled** with the corresponding **Hex code**, **Pantone number**, or another equivalent color identifier.
    - This allows for easy identification and consistency in future orders or reprints.
- Proper labeling ensures that the colors can be accurately reproduced in the future

Note: Adherence to these guidelines is critical in maintaining quality control, ensuring customer satisfaction, and supporting efficient sample tracking for future reference.

Thank you for your attention to detail and dedication to maintaining the highest standards in our sample production process.

Specification Sheet Requirements for Support Team

Effective Date: January 30, 2025

To ensure that all projects are documented accurately for future reference and replication, the following guidelines must be followed when creating specification sheets for each mascot order. These specification sheets must be typed, not handwritten, and must be completed in a timely manner after the order is finished.

General Requirements:

1. **Timing:**
    - Specification sheets must be completed immediately after the completion of an order.
    - Completed specification sheets should be added to both the physical client file and the client file on the Google shared drive.
2. **Document Format:**
    - All specification sheets must be typed, not handwritten.
    - Ensure that all details are clear, concise, and well-organized for easy replication in the future.

Mascot Specification Sheet Requirements:

A specification sheet must be created for every mascot that involves **any of the following processes**:

- Custom dyed fabric
- Custom sublimated fabric
- Embroidery

Dye and Sublimation Specifications:

1. **Fabric Sample:**
    - A **physical sample** of the fabric used in the project must be included with the specification sheet.
    - This sample should be a **cut** from the fabric used in the project.
2. **Fabric Details:**
    - The specification sheet must include the amount of **custom fabric** used for the final product.
    - The specification sheet must specify which **fabric was customized** (e.g., color, texture, or pattern).
3. **Additional Notes:**
    - Any special instructions or techniques used during the dye or sublimation process should be clearly documented.

Embroidery Specifications:

1. **Test Run Sample:**
    - Attach a **test run** that was created using the same thread, cresting, and fabric as the final product.
    - The test run will serve as a reference for future production.
2. **Final Embroidery Photo:**
    - Include a **photo of the final embroidery result** clearly showing the design and placement.
3. **Embroidery Placement Measurements:**
    - Include **precise measurements** for the placement of the embroidery (e.g., distance from top, left side, or other key reference points on the mascot).
4. **Additional Notes:**
    - Document any variations in thread types, color changes, or special techniques that were used for the final embroidery.

Final Documentation:

1. After completing the specification sheet, **ensure that all files are organized** in the following manner:
    - A **physical copy** of the specification sheet should be placed in the client's physical file.
    - The **digital copy** of the specification sheet and all relevant files should be uploaded to the client's folder in the Google shared drive for easy access and future reference.

Reminder:

The goal of these specification sheets is to ensure all details are clear, consistent, and easy to replicate in future orders. By following these requirements, we can maintain high-quality standards and streamline the process for both current and future projects.

If there are any questions or clarifications needed regarding these specifications, please do not hesitate to reach out.