



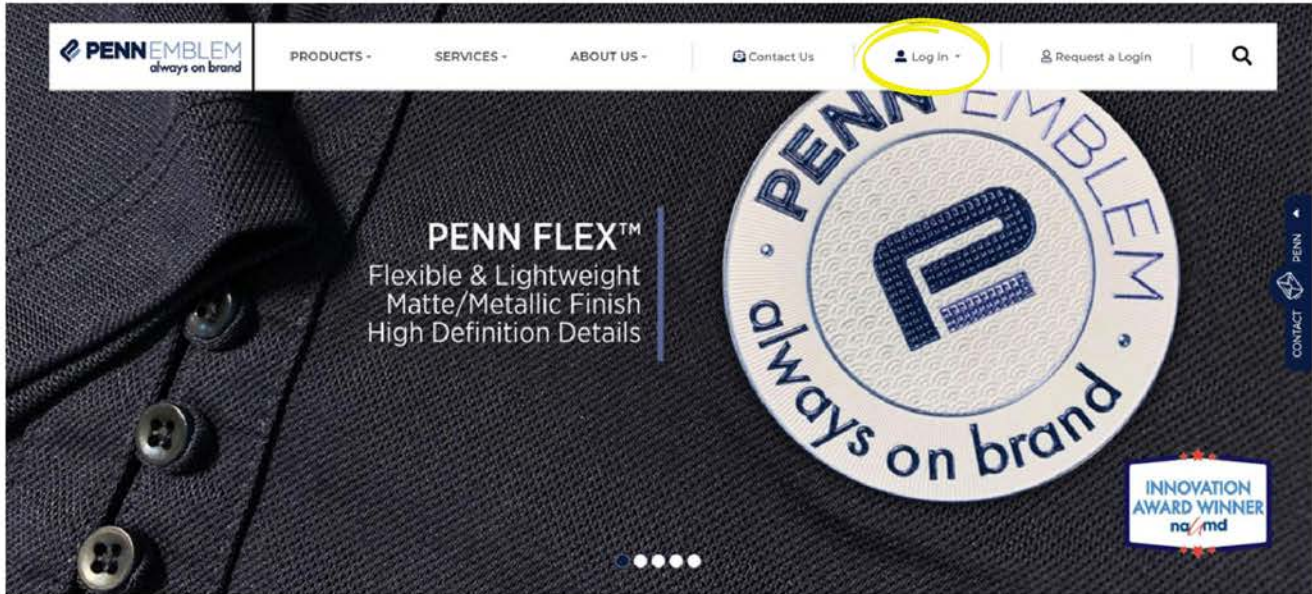
SUBMIT ARTWORK INSTRUCTIONS

2022

SUBMIT ARTWORK: DESKTOP VERSION

1

On the LOGIN tab in the upper, right corner on the Penn Emblem homepage (www.pennemblem.com), enter your username and password.



2

After logging in, you will be brought to the Dashboard. Select **"Artwork-Direct Embroidery & DST"**



SUBMIT ARTWORK: DESKTOP VERSION

3

Only use *Reference Item #* if you are making a change to any existing artwork from Penn Emblem. Type in the **item number** that you want to change, then click **"Look Up"** and make your changes.

Artwork - Direct Embroidery & DST

Reference Item#:

Please email any Direct Embroidery or DST issues directly to our Direct Embroidery group: MLMADESUPPORT@pennemblem.com

4

Fill in all needed information. **Fields marked with an asterisk (*) must be completed.** A customer may contact their CSR to add additional addresses they would like to ship to.

Step 1

Contact Information

Customer:	199183 - CINTAS CORPORATION 061 Loc#: 061	
Bill-To Address:	10080 SANDMEYER LANE; PHILADELPHIA, PA 19116	
Ship-To Address:	* <input type="text" value="Select Address..."/>	
Purchase Order#:	<input type="text"/>	
Attention To:	<input type="text"/>	
EEmail Address:	* <input type="text"/>	Your Name: * <input type="text"/>
Second EEmail Address:	<input type="text"/>	This Email field is optional.
Your phone number if we have questions:	* <input type="text"/>	If you are on the road please put your cell/mobile number.

If you would like to be contacted regarding training MLMADESUPPORT@pennemblem.com Click on this link to email your request.

SUBMIT ARTWORK: DESKTOP VERSION

5

Select **New Logo**. Click on **"Browse"** and go to where you saved your artwork. **Click your file twice to insert it.**

Step 2

Type of Artwork

*Please choose an artwork type:

New Logo Text Only

ART UPLOAD

Choose File No file chosen

*Logo: (Click "Browse" to select a file from your pc. We accept .jpg, .gif, .tif, .bmp, .psd, .eps, .dst and .pdf files. **The maximum file size of each logo is 3 MB.**)

[Instructions on how to reduce your file size, if needed](#) [Click Here](#)

6

If selecting **Text Only**, please select **Lettering Style** and **Case Style** then type your text. Make sure the Lettering is typed **exactly how you want it to be seen**. For example, ALL CAPS or Upper Lower Case.

Step 2

Type of Artwork

*Please choose an artwork type:

New Logo Text Only

ITEM DESCRIPTION

*Select Letter Style:

Please Select a Lettering Style... ▾

Please Select a Case Style... ▾

If you have Lettering, enter it here:

- * 1.
2.
3.
4.

SUBMIT ARTWORK: DESKTOP VERSION

7

Choose either Stitchout Only, DST File Only, or Both - or you may choose Silkscreen Sample Only.

TYPE OF SAMPLE SECTION

*Please choose one:

- Stitchout Only Stitchout & DST File
 DST File Only Direct Silk-Screened Sketch Only

STITCH OUT

Customer will receive 2 physical samples and email with the sewn out sample.

STITCHOUT AND DST FILE

Customer will receive 2 physical samples, email with sewn out sample, and DST will be sent.

DST FILE ONLY

DST file will be sent to customer only and email with sewn out sample will be sent.

SILKSCREEN SAMPLE

Only an electronic sketch card will be sent. There is an additional fee for a physical sample if required.

8

It's very important to know the **fabric type** of the garment to help digitize correctly. **Depending on design, size may need to be adjusted.*

EMBLEM INFO SECTION:

*Please enter your Emblem Name:

*Dimensions (or H x L):

GARMENT TYPE SECTION:

*Garment Color:

*Garment Type:

 Other:

SUBMIT ARTWORK: DESKTOP VERSION

INSIDE COLOR SECTION:

Note: Inside Color choices will not show until you click on an Emblem Type - see Emblem Type Section

*Inside Colors - Pick up to 10 colors: [Thread Color Chart](#)

- | | | |
|--|---|---|
| <input type="checkbox"/> Other Color
<input type="text"/> | <input type="checkbox"/> 36 Juniper | <input type="checkbox"/> 202 New Peacock |
| <input type="checkbox"/> 01 Lavender Red | <input type="checkbox"/> 38 Toboggan | <input type="checkbox"/> 204 New Teal |
| <input type="checkbox"/> 02 BPE Tan | <input type="checkbox"/> 39 Marine Gold | <input type="checkbox"/> 205 Jade |
| <input type="checkbox"/> 03 Sand | <input type="checkbox"/> 40 Lt. Gold | <input type="checkbox"/> 206 Russet |
| <input type="checkbox"/> 04 New GS Tan | <input type="checkbox"/> 41 GS Gold | <input type="checkbox"/> 212 M-Tan |
| <input type="checkbox"/> 05 SP DK Gold | <input type="checkbox"/> 42 Dark Gold | <input type="checkbox"/> 213 M-Green |
| <input type="checkbox"/> 09 RR Tan | <input type="checkbox"/> 43 Chartreuse | <input type="checkbox"/> 215 M-Med Blue |
| <input type="checkbox"/> 10 Copper | <input type="checkbox"/> 46 Kelly Green | <input type="checkbox"/> 216 M-Blue |
| <input type="checkbox"/> 11 VFW Olive Drab | <input type="checkbox"/> 47 SP Kelly | <input type="checkbox"/> 217 M-Maroon |
| <input type="checkbox"/> 12 Dk. Brown | <input type="checkbox"/> 52 Dk Green | <input type="checkbox"/> 218 M-Grey |
| <input type="checkbox"/> 13 Pearl Grey | <input type="checkbox"/> 53 Spanish Red | <input type="checkbox"/> 219 M-Purple |
| <input type="checkbox"/> 15 Dk. Grey | <input type="checkbox"/> 54 Silver Mylar | <input type="checkbox"/> 231 Cin Spruce Green |
| <input type="checkbox"/> 16 Black | <input type="checkbox"/> 55 Gold Mylar | <input type="checkbox"/> 233 Cin Brown |
| <input type="checkbox"/> 17 GS Aqua | <input type="checkbox"/> 57 Aqua | <input type="checkbox"/> 235 Cin Red |
| <input type="checkbox"/> 18 Eagle Grey | <input type="checkbox"/> 58 New Lt. Blue | <input type="checkbox"/> 236 Cin Burgundy |
| <input type="checkbox"/> 20 Gobel Blue | <input type="checkbox"/> 59 BPE Lt. Blue | <input type="checkbox"/> 237 Cin Charcoal |
| <input type="checkbox"/> 22 Acme Blue | <input type="checkbox"/> 62 Rust | <input type="checkbox"/> 238 Cin Black |
| <input type="checkbox"/> 23 Royal Blue | <input type="checkbox"/> 70 Imperial Blue | <input type="checkbox"/> 239 Cin White |
| <input type="checkbox"/> 24 Lt. Navy | <input type="checkbox"/> 73 Amberlite | <input type="checkbox"/> 248 Cin Navy |
| <input type="checkbox"/> 25 Dk. Navy | <input type="checkbox"/> 74 Yellow | <input type="checkbox"/> 251 Cin Blue Slate |
| <input type="checkbox"/> 26 Lavender | <input type="checkbox"/> 77 Peacock | <input type="checkbox"/> 252 Grilled Orange |
| <input type="checkbox"/> 27 Purple | <input type="checkbox"/> 82 FS Red | <input type="checkbox"/> 253 Vibrant Orange |
| <input type="checkbox"/> 28 White | <input type="checkbox"/> 90 Pastoral | <input type="checkbox"/> 256 Cin Pine Green |
| <input type="checkbox"/> 30 Pink | <input type="checkbox"/> 91 Teal | <input type="checkbox"/> 257 Cin Dk Tan |
| <input type="checkbox"/> 31 GS Rose | <input type="checkbox"/> 92 AO Blue | <input type="checkbox"/> 318 Cin Lt Grey |
| <input type="checkbox"/> 32 Red | <input type="checkbox"/> 95 BR Brown | <input type="checkbox"/> 340 Cin New Hunter Green |
| <input type="checkbox"/> 33 Chevron Blue | <input type="checkbox"/> 96 Old Gold | <input type="checkbox"/> 342 Cin Grey |
| <input type="checkbox"/> 34 Wine | <input type="checkbox"/> 97 Cinder | <input type="checkbox"/> 348 Cin Min Lt Blue |
| <input type="checkbox"/> 35 Maroon | <input type="checkbox"/> 201 Foxy Red | <input type="checkbox"/> 2390 Cin Dk Blue |



Choose the **thread colors** needed to produce your logo. You can also select **Madeira polyester colors** for their designs.

Click on **as many colors as needed**. If a specific color is needed, simply put it in the **comment box**.

If you need to **blind ship the samples**, just put the address in the comment box.

Type in any **additional information** that you feel will help us make the exact artwork you want.

Then click on **Submit**.

COMMENT SECTION IF NEEDED:

Please include additional information about your graphic file below.
One Version per Request

Special Instructions:

(Maximum characters: 500)

You have characters left.

Note: Artist/Designer may need to make some suitable adjustments/modifications to your emblem for stitching ability.



Print the **Confirmation Page** (order date, time, confirmation number) for your records.

For assistance, please contact **Penn Emblem DE Customer Service:**



PREPRO@PENNEMBLEM.COM



(800) 821-1029