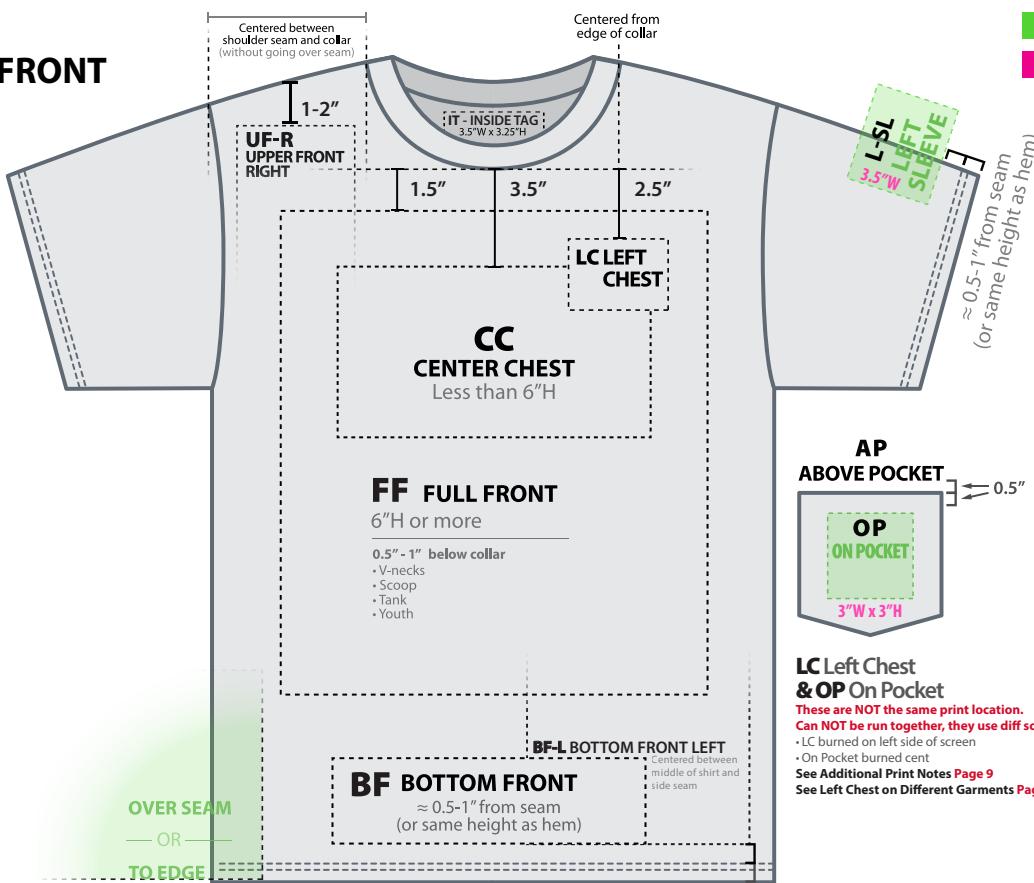
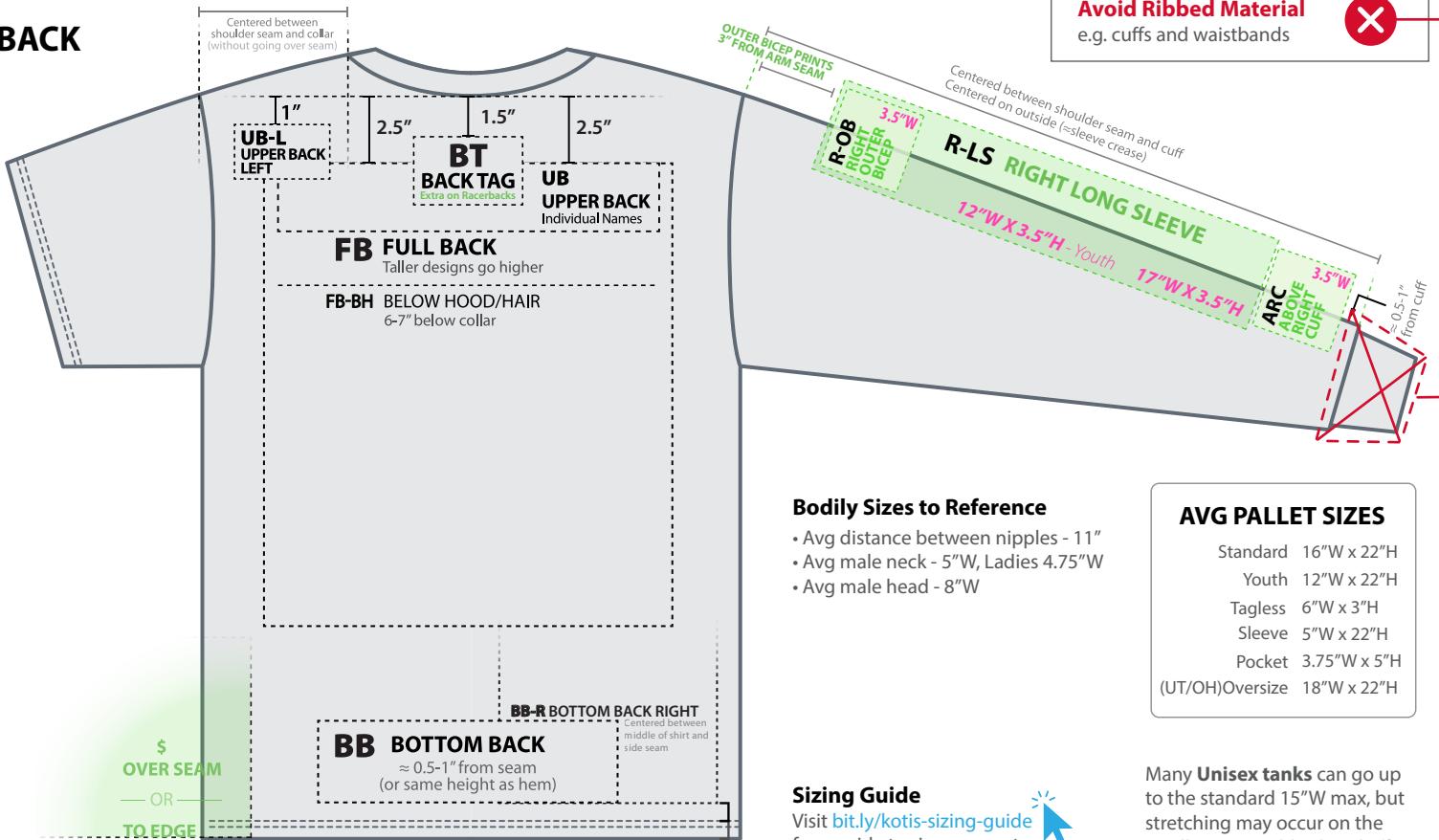


## SHIRTS - SCREENPRINTING

## FRONT



## BACK



Measurements may be adjusted per design, shape, garment type, size, and client preference. Unless specified this guide will be used to determine print placement.

■ = Difficulty Charge

■ = MAX SIZE

Always double-check individual garment notes

15"W x 17"H - Standard 11"W Max - Youth (some Womens)

15"W x 22"H - Kotis Oversize KPS (OH/UT only)

## NOTES

**Size M:** All measurements based on print placement for adult Medium

**Non Standard Measurements:** Call out exact placement in the location callout and on proof

**Adjust per garment size**

- 1/4" up/down for most locations (LC, CC, FF, FB, etc.)
- Unless noted as **Static** (location stays the same on all sizes)
- Standard static locations: Left/Right Sleeve, Bottom Front/Back

**1/8"** acceptable location variance

**Womens:** Front prints ~0.5" higher

Location names refer to **wearer**

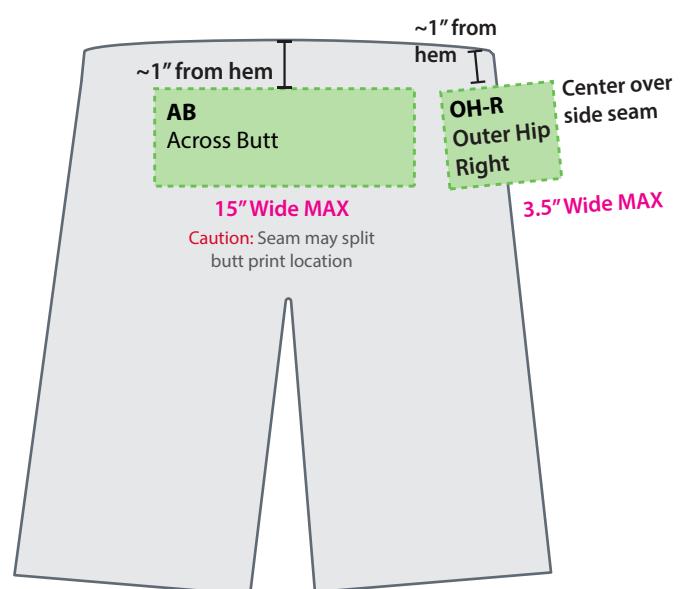
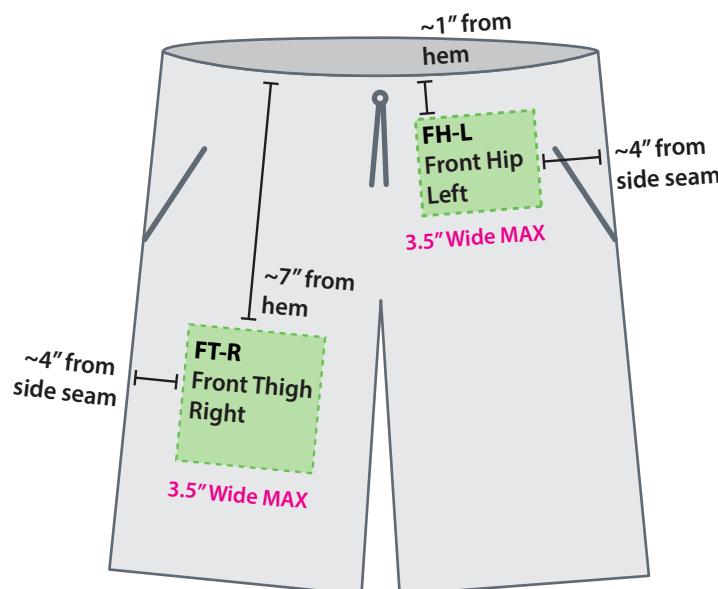
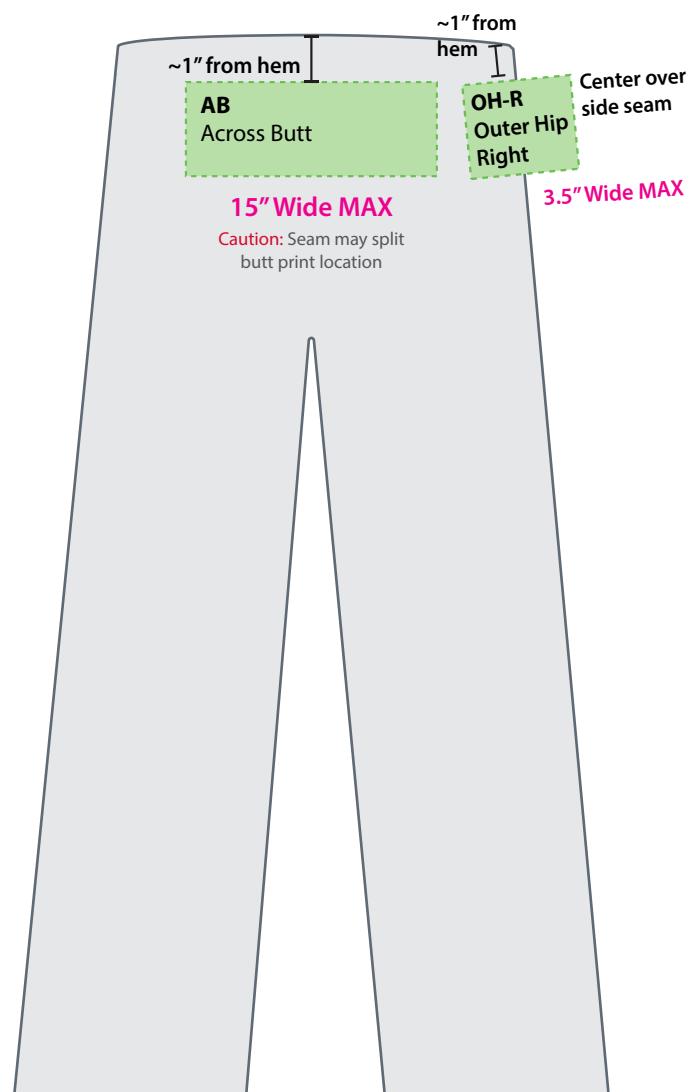
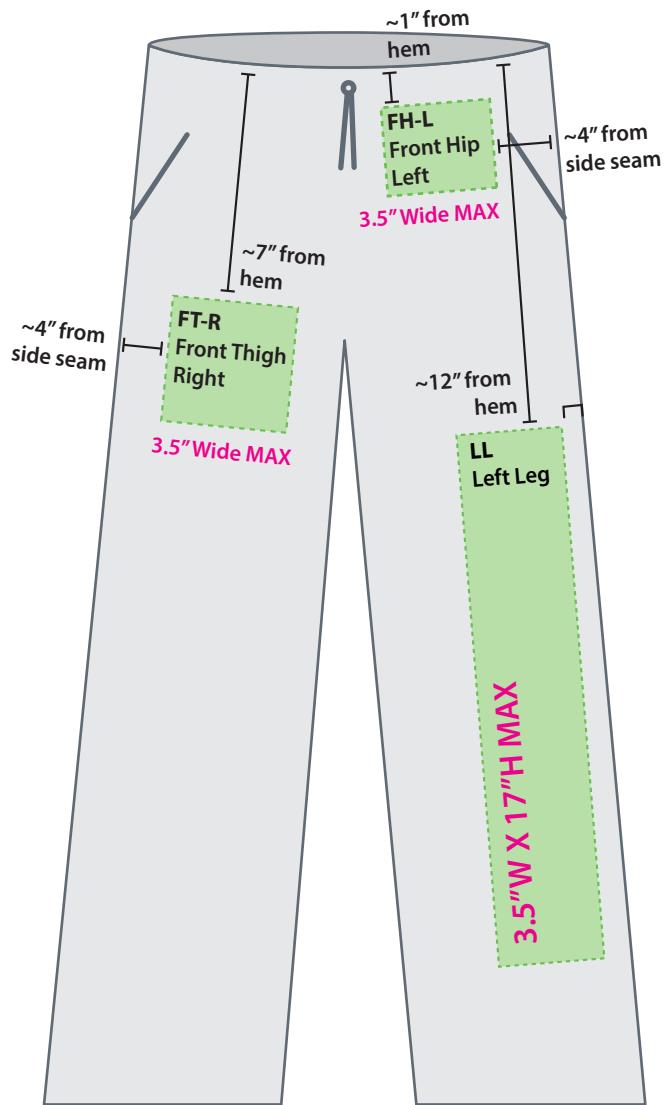
**Folds in the Shirt** cannot be used for aligning or measuring since they are not always the same or accurate

**Avoid Ribbed Material**  
e.g. cuffs and waistbands

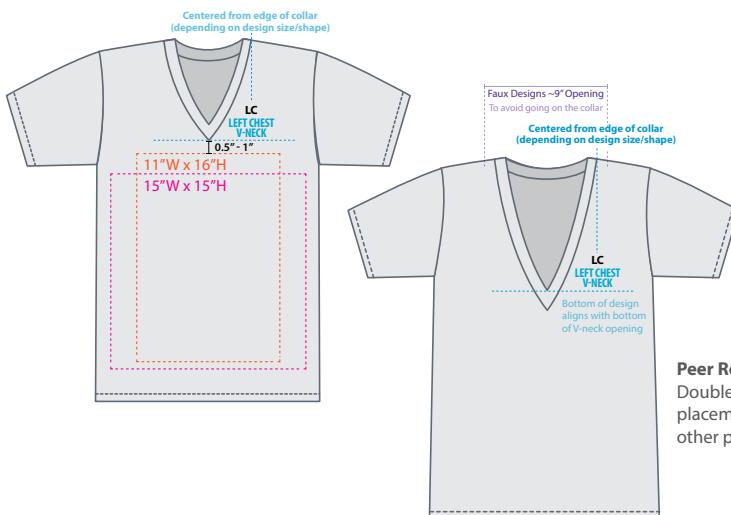


Many **Unisex tanks** can go up to the standard 15"W max, but stretching may occur on the smaller sizes (rubberband effect)

# PANTS/SHORTS

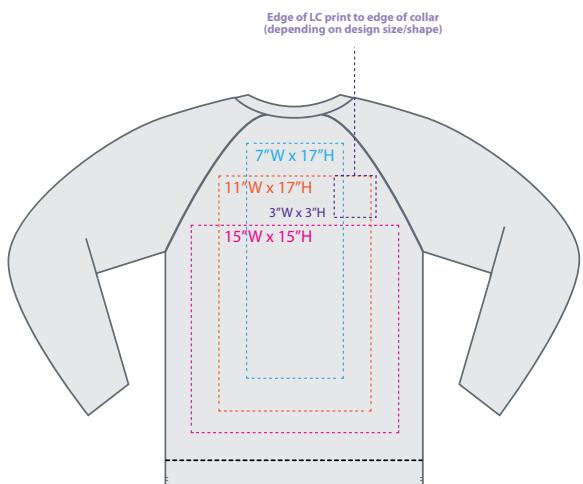


## V-NECKS



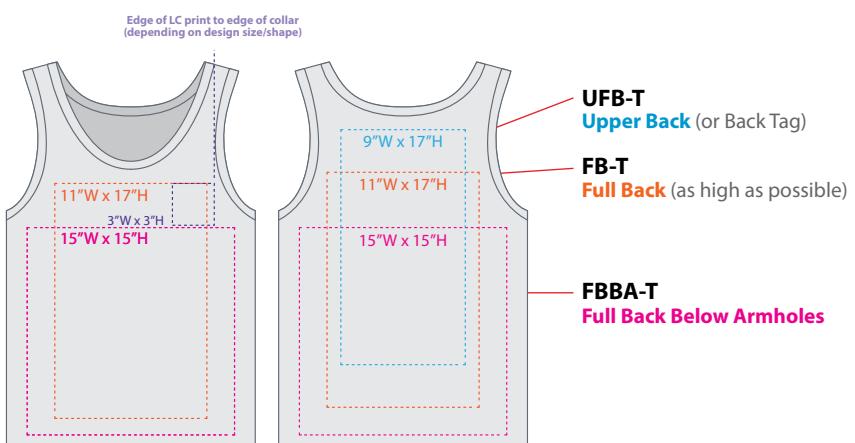
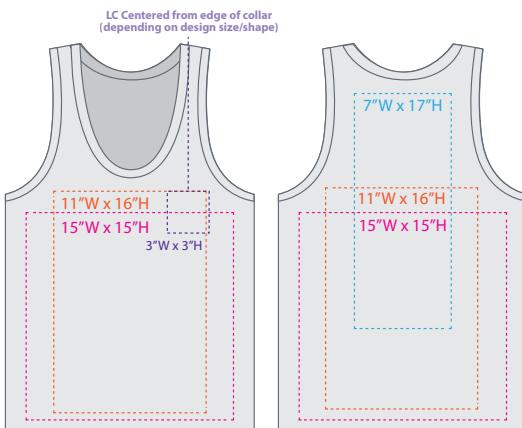
**Peer Review**  
Double-check placement with two other people

## RAGLANS



## TANKS

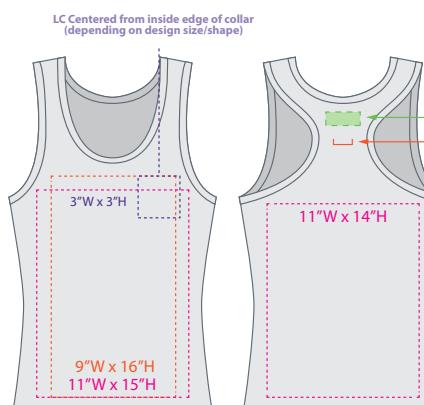
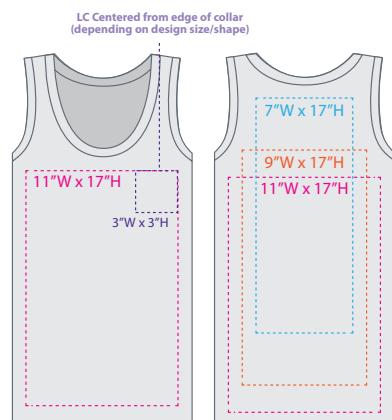
### UNISEX Icons based on smalls



### AMERICAN APPAREL

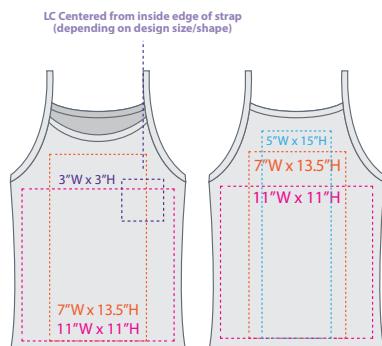
### GILDAN

## WOMENS



### Tag Print on Racerback - \$

It's a very precise location that requires extra pallet prep and a slow load ( $\approx 50\%$  slower)



### STANDARD

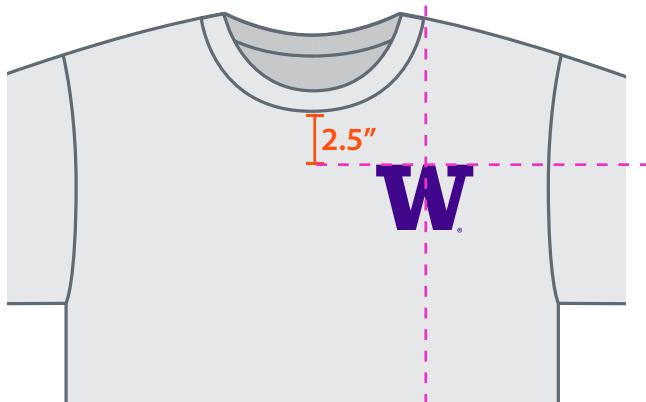
### RACERBACK

### SPAGHETTI

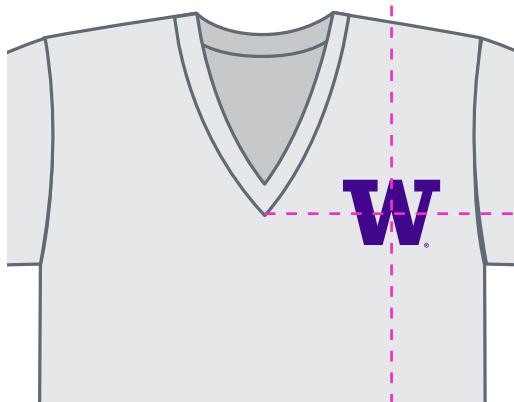
# LEFT CHEST

Every garment is a little bit different.  
Below is only a **GUIDELINE** to determine what may be the best placement for your Left Chest prints.

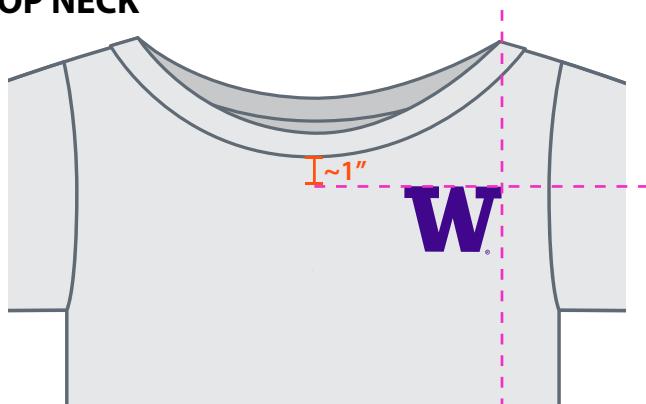
## T-SHIRT



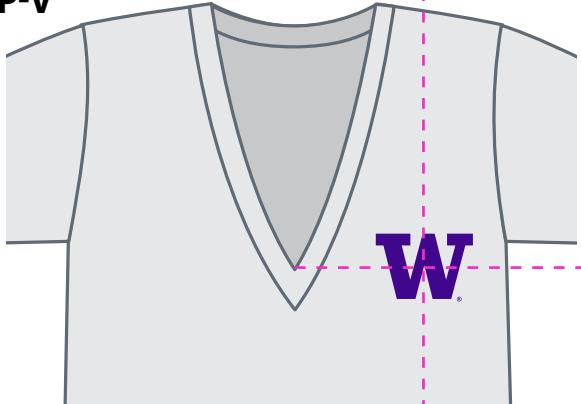
## V-NECK



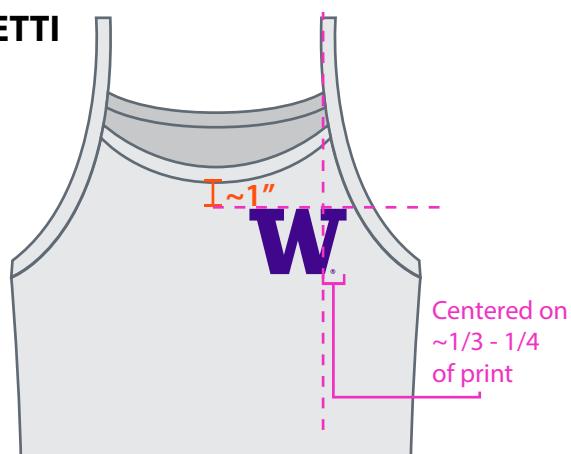
## SCOOP NECK



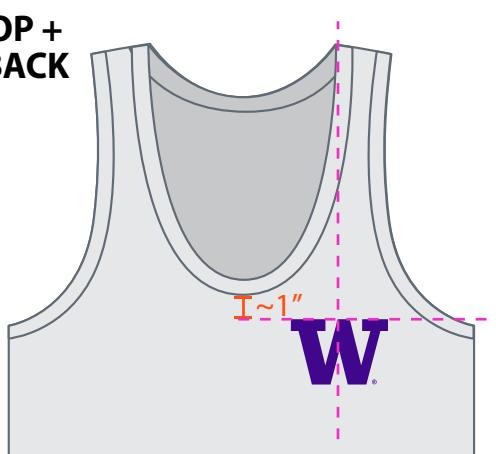
## DEEP-V



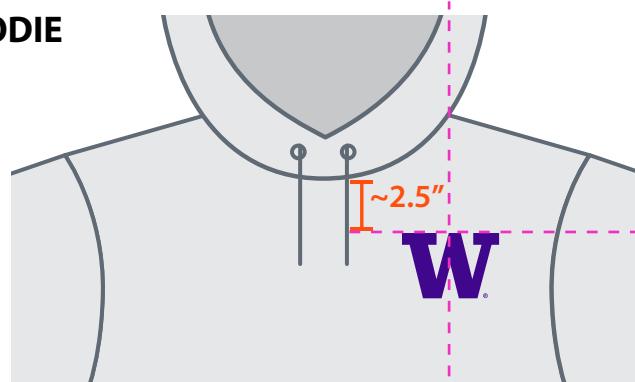
## SPAGHETTI STRAP



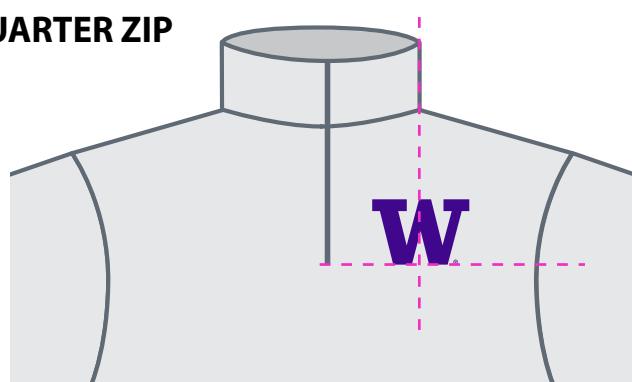
## TANK TOP + RACERBACK



## HOODIE



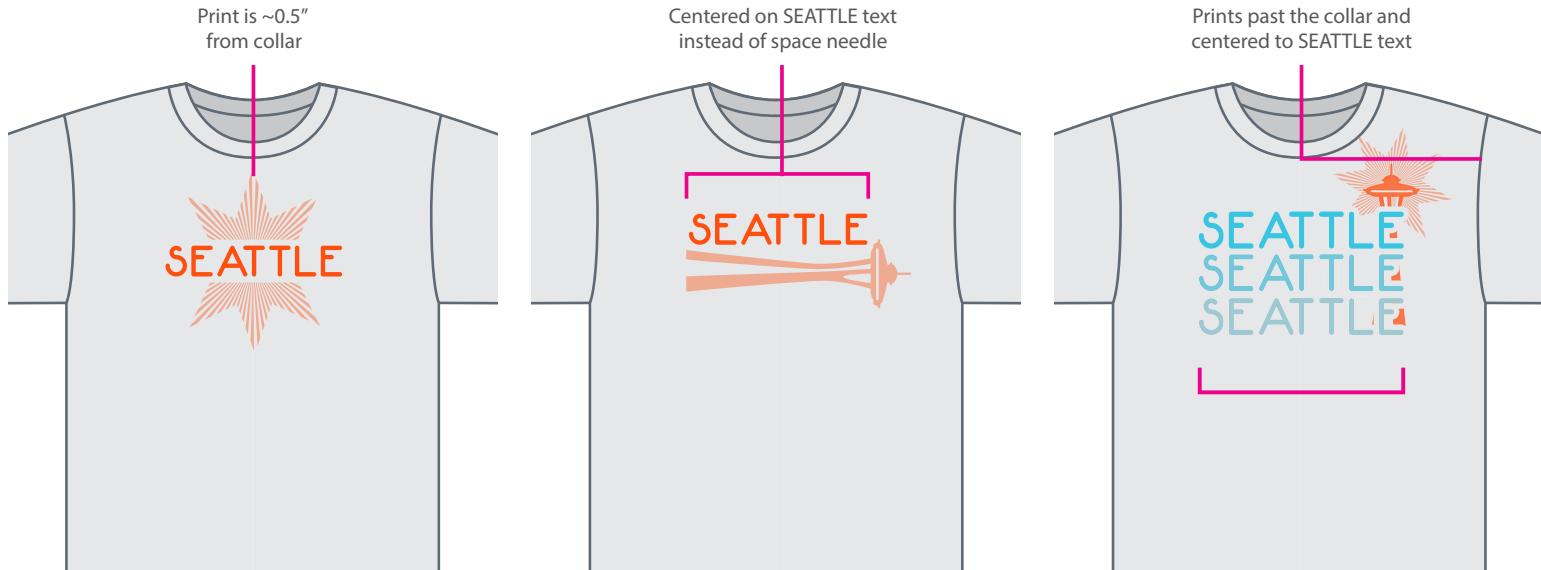
## QUARTER ZIP



# EXCEPTIONS TO THE RULES

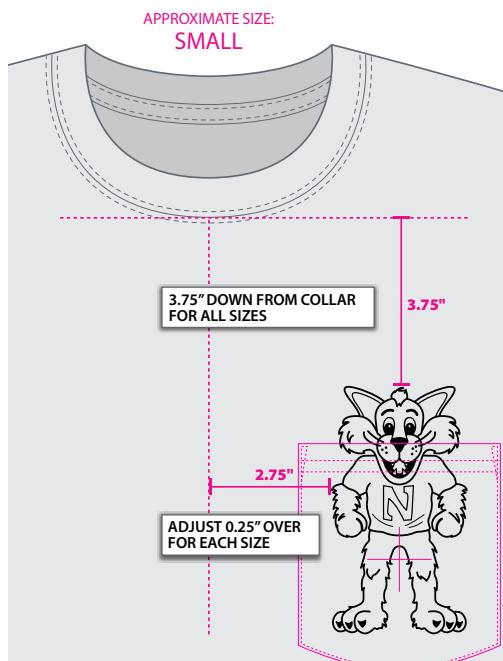
## VISUAL CENTER VS. MATHEMATICAL CENTER

Finding the correct location for a print involves understanding what the main element of the design is. Think critically about where the intended focus of attention is in order to determine proper placement. **Use the Center Line proof note to indicate the center.**



## BEHIND POCKET PRINT

The proof will tell you exact measurements of where to place the print. You will see a measurement down from the collar and a measurement from the center of the garment.

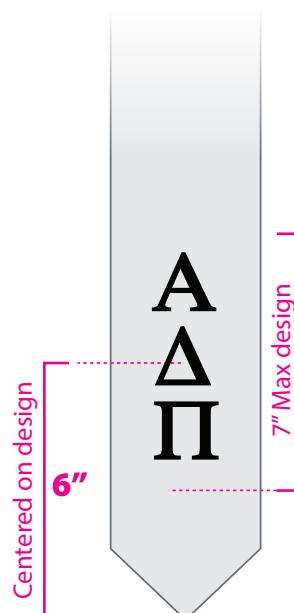


## SPECIAL LOCATIONS

When proofing print locations that do not match our presets use a proof note from the Adobe Libraries to state the measurement and a pink line to show it visually.

Make sure to specify an anchor point (from hem, bottom of shirt, side of shirt, etc.)

## STOLE

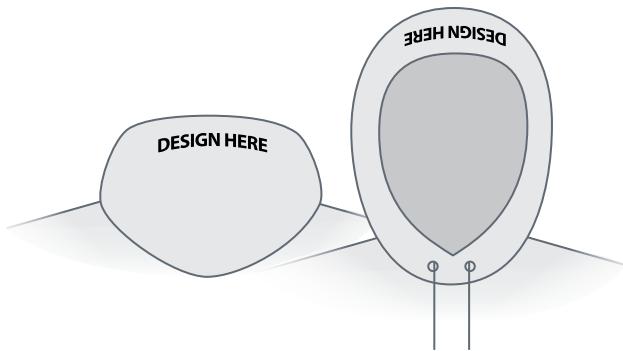


CENTER LINE

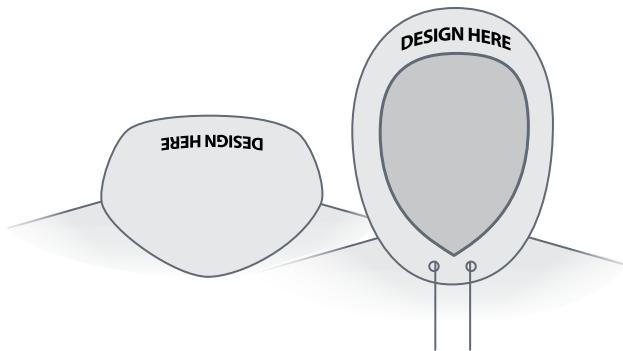




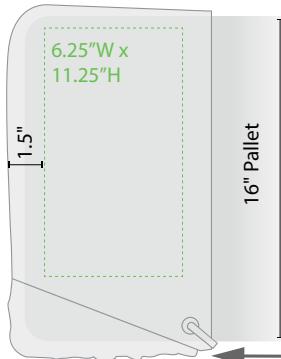
# HOODIES



H-DWN HOOD: CORRECT WHEN DOWN



H-UP HOOD: CORRECT WHEN UP



## H-SDE-R HOOD: SIDE-R

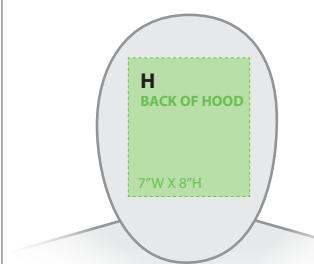
### 1 layer of fabric:

- No clamps needed
- Multiple colors

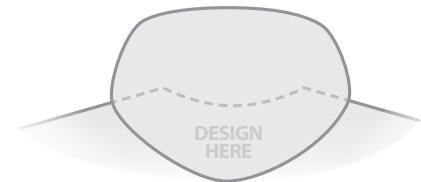
### 2 layers of fabric:

- Only one color/one hit at KPS
- Clamps needed for multi-color prints - KPS does not have clamps

Seam angle affects max imprint

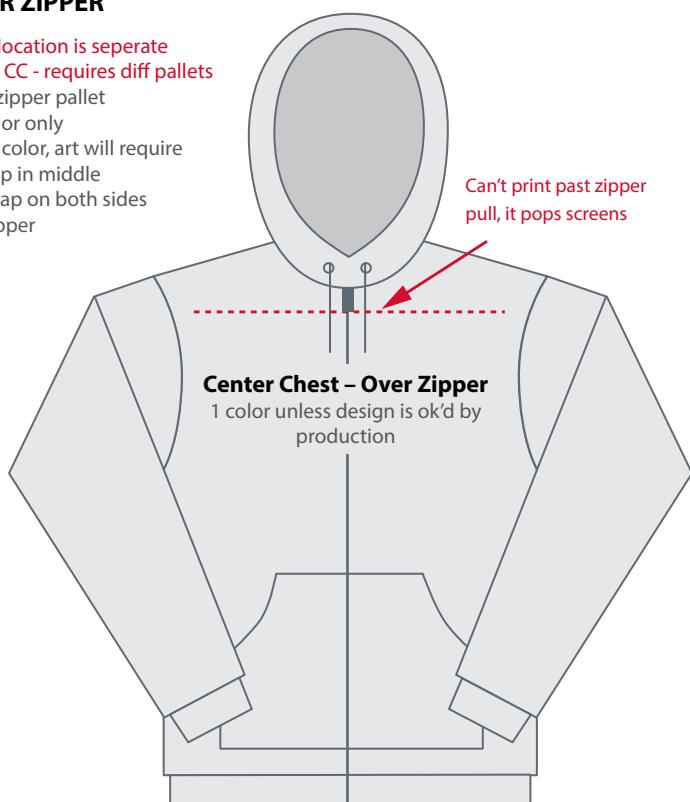


## BT-CH BACK TAG: COVERED BY HOOD



## CENTER CHEST - OVER ZIPPER

- This location is separate from CC - requires diff pallets
- Use zipper pallet
- 1-color only
- If >1 color, art will require 2" gap in middle
- 0.5 gap on both sides of zipper

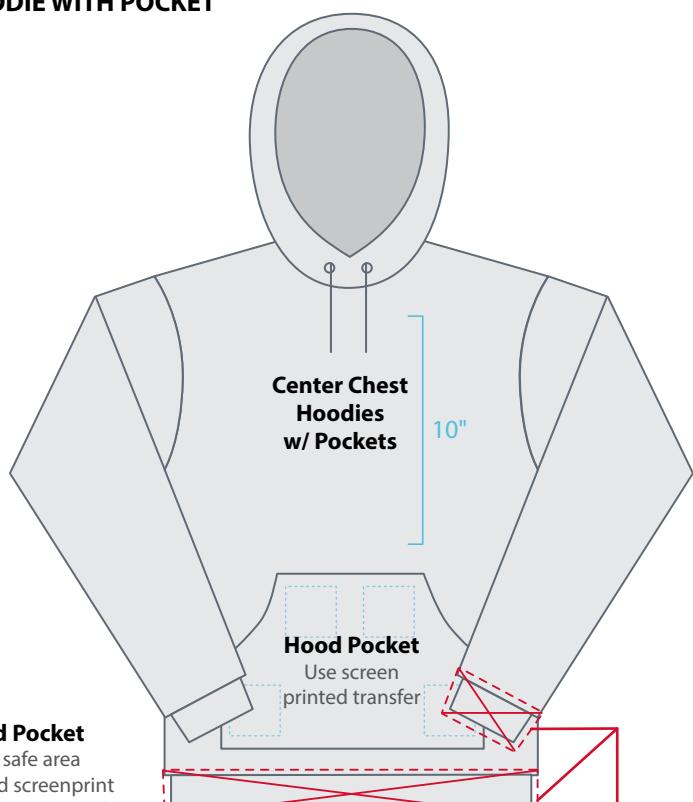


### Center Chest – Over Zipper

1 color unless design is ok'd in production

Open faced zipper need to be taped up or they will pop screens

## CENTER CHEST HOODIE WITH POCKET



### Hood Pocket

- 3 x 3 safe area
- Avoid screenprint due to issues with loading into press, pockets not always sewn straight, can lead to crooked print

### Hood Pocket

Use screen printed transfer

**Avoid Ribbed Material**  
e.g. cuffs and waistbands



# BABY ONESIE

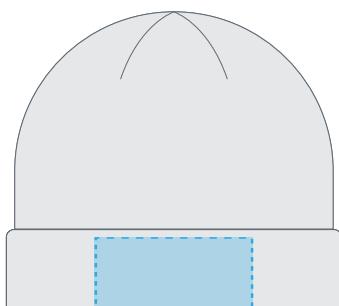
## BACK



### Onesies

- Use sleeve pallet
- Max height depends on height of garment/print

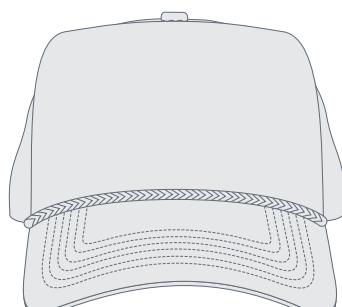
# KNITS



Embroidery is recommended for knit products due to their ability to stretch - which is more than transfers can.

If screenprinting is requested, check with separations first.

# HATS



Embroidery is recommended for all hats.

**Trucker:** Screenprinted transfer is an option. We do not print directly on hats domestically.

**Import:** Screenprinting is an option but verify w/ Production/Importing.

# FAUX PRINTS

Faux designs will typically print ~0.5"-1" away from the shoulder seams

~9" Opening  
To avoid going on the collar



# BOX PRINTS



\*Print needs to be 0.5" away from any crease

### Standard Pallet

**249953, 253889, 250300**

#### Separations Set up:

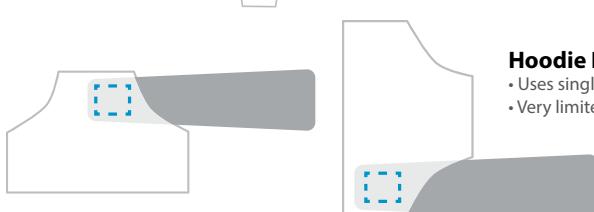
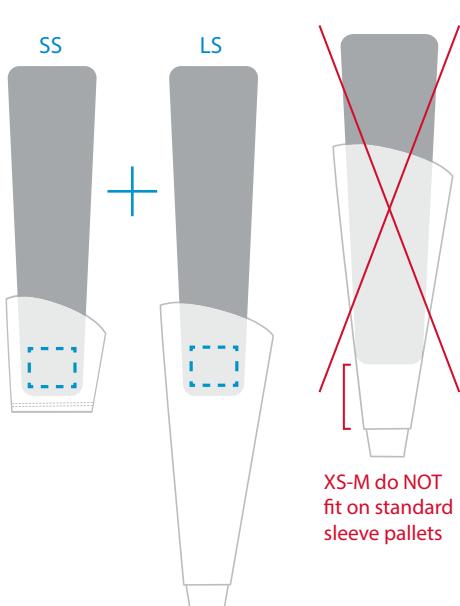
- Use standard screens
- Print on flat unconstructed box
- Design should face front of box
- Use waterbased inks



## PALLETS

### Sleeve/Outer Bicep

- Used standard sleeve pallets
- Short Sleeve and Long Sleeve garment can use standard pallet

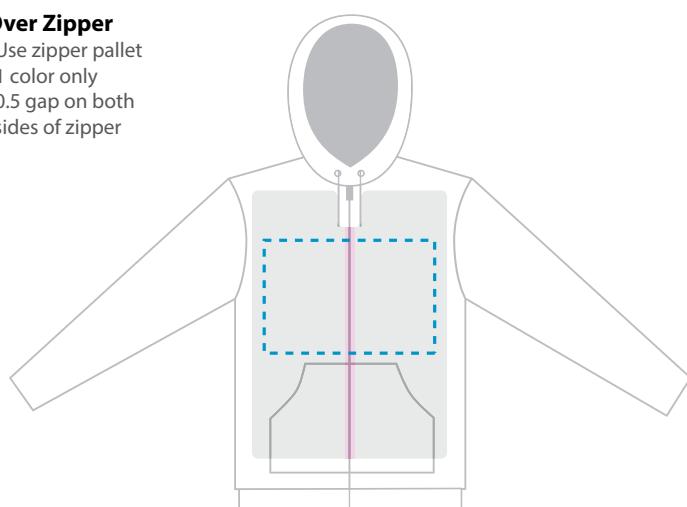


### Spirit Jersey

- Use specialty pallet + specialty press rig
- 1 color only
- 26.5''W max

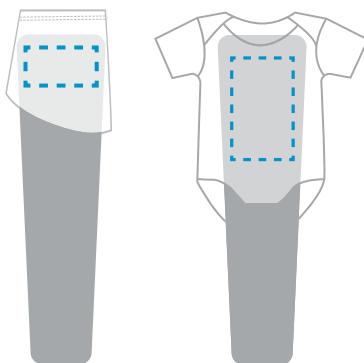
### Over Zipper

- Use zipper pallet
- 1 color only
- 0.5 gap on both sides of zipper



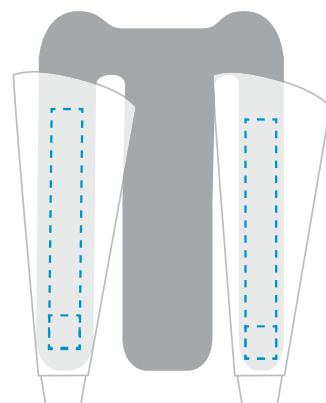
### Upside Down Pallet

- Pallet can be loaded upside down for wider print area on sleeve
- Used for onsie prints



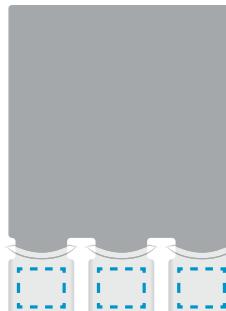
### Longsleeve / Cuff

- Use double sleeve pallets (16.5''H max)



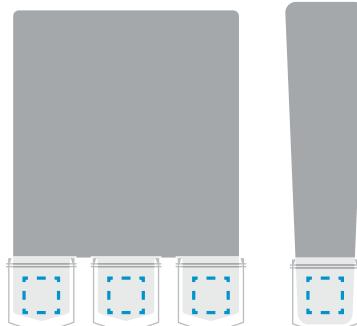
### Inside Tag

- Use triple pallet on manual



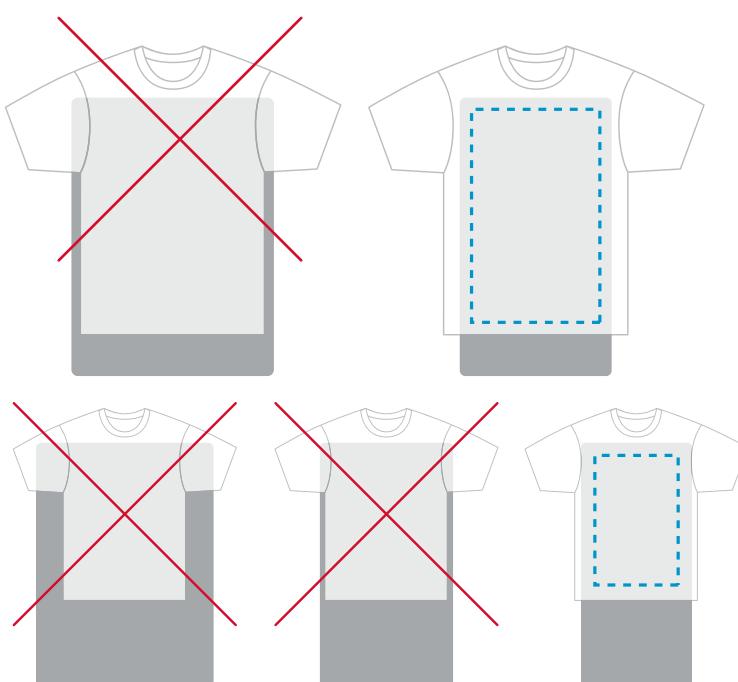
### On Pocket

- Use sleeve pallet on auto
- Use triple pallet on manual



### Youth Garments

- Garments too small for standard pallets
- Need smaller pallets - 12" for youth & 10" for toddlers
- Art size must be reduced



# DETAILED ADDITIONAL NOTES



## Back Tag

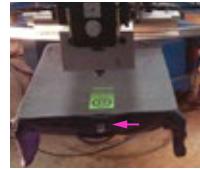
1.5" below collar  
Tag sizes are 1.5-2"H

GILDAN	TULTEX	AMERICAN APPAREL	CANVAS	NEXT LEVEL
1.5H	1.5H	1.75H	2H	2H



## Issues with printing on top of tags:

- Tag may show through the design (as a line)
- Potential mis-registration since pallet glue sticks to the tag instead of the shirt, so the garment pulls up in that spot



## LOADING OPTIONS

### \$ 1) Tag hangs off pallet

- Reposition pallets forward
- Load so the tag hangs off the front edge of the pallet
- Design will be  $\approx 0.5"$  from top edge of pallet
- Shirt tends to wrinkle in that area and needs to be smoothed out (= slower load times)

### \$ 2) Flip out tags

- Tags can be flipped during loading
- However, production runs slower

## Tags Centered?

- Tags are not always centered when sewn in
- **Can NOT use them to align the design**
- We measure to how design looks visually when worn



Designs following the collar curve do not need much of a curve

## Left Chest & Center Chest - SEPARATE LOCATIONS

**Manual Press:** With side clamps, you don't have the lateral movement to go more than  $\sim 2"$  left and right. So it is almost impossible to move a left chest all the way to a center chest position.

**Auto Press:** It's a little easier on the auto that clamps top and bottom and is open on the sides but you probably only have a max 4" lateral before you hit the other head (don't even know that you can move the squeegee over that far due to how they are slotted and fit into the carriage clamp). Diagram showing this?

## Patterned Garments

- Pattern placement will vary garment to garment. Add proof note so customer is aware we cannot guarantee if print will be on the same color for every product.



## PRODUCTION NOTES

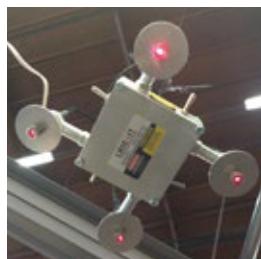
### Triple Pallet - No long sleeves

- Garments are too heavy and will fall off when swinging over to the flash
- Fleece: Would have to use lots of glue if we were to swing the pallet (fleece is heavy). It may work for no-flash prints
- Too much fabric in between the fingers so you can only load the outer two (which is still better than 1) so no hard fast rule yet

### Lasers

Each auto has 4 independently positionable crosshair lasers which allows us to have more accurate loads:

- Above hem
- Above pocket
- Between racer back straps
- Avoiding labels on tag prints
- Align to multiple anchor points (side of collar, bottom button on a 1/4 zip, etc)



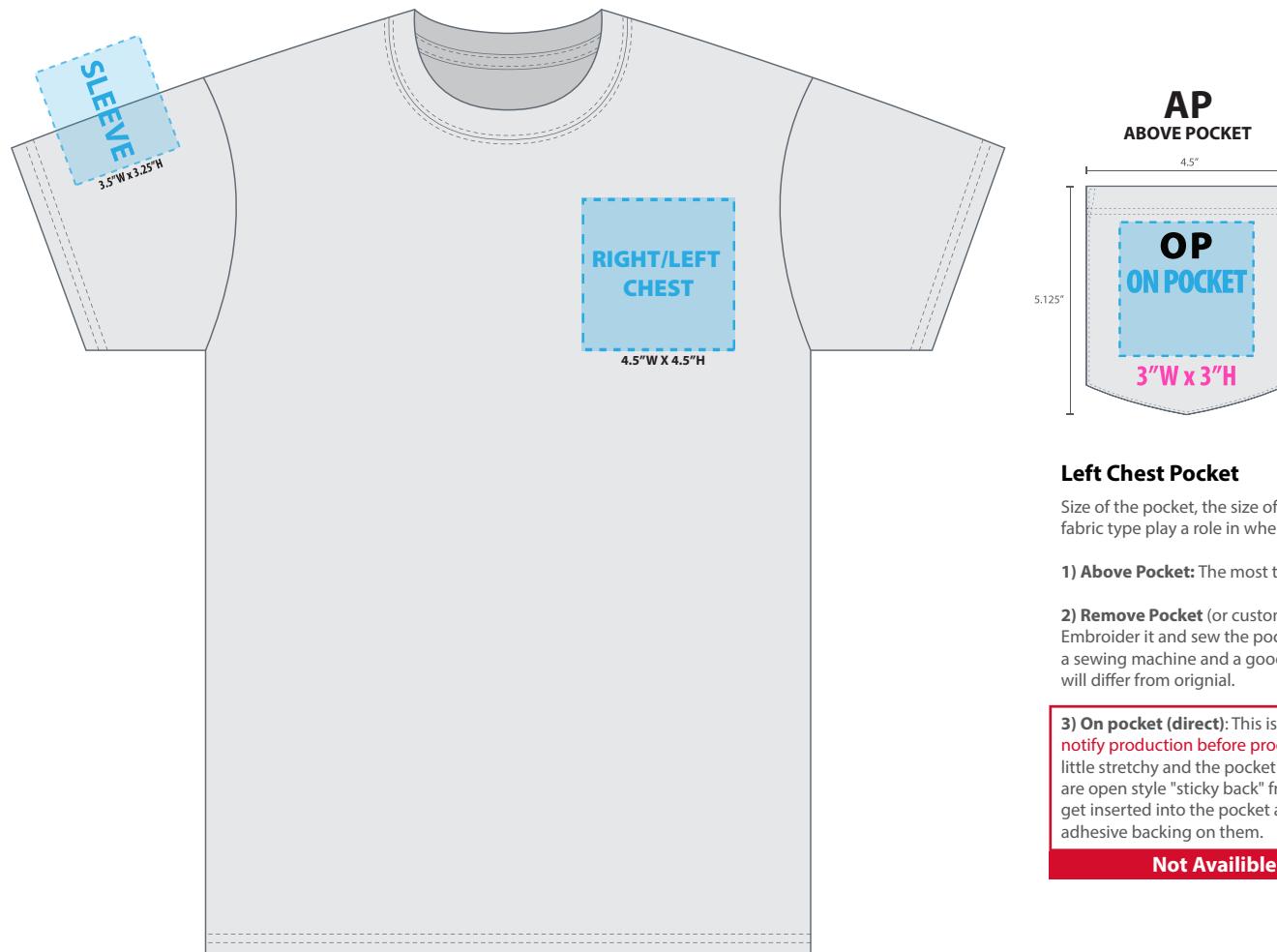
### Left Chest Placement Error



### Circular LC Design

Larger than 3" on V-Necks can look quite big (and start pushing the print into the armpit for smaller sizes). We recommend reducing circular /square designs to less than 3".

# SHIRTS - EMBROIDERY



## Left Chest Pocket

Size of the pocket, the size of the design and the fabric type play a role in where the design can go.

**1) Above Pocket:** The most typical location

**2) Remove Pocket** (or custom pocket):  
Embroider it and sew the pocket back on - it requires a sewing machine and a good seamstress. Stitch lines will differ from original.

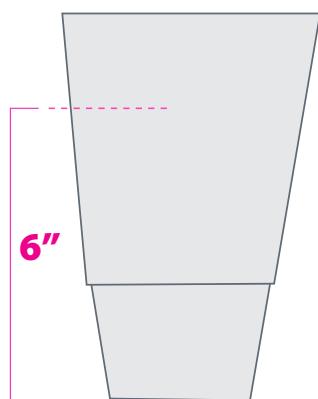
**3) On pocket (direct):** This is possible ...  
**notify production before proofing.** If the fabric is a little stretchy and the pocket is large enough, there are open style "sticky back" frames (Fast Frames) that get inserted into the pocket and have a layer of adhesive backing on them.

**Not Available at KPS**

# COATS/JACKETS

Additional Location Notes on Page 13

## Women's Jacket Sleeves/Arms

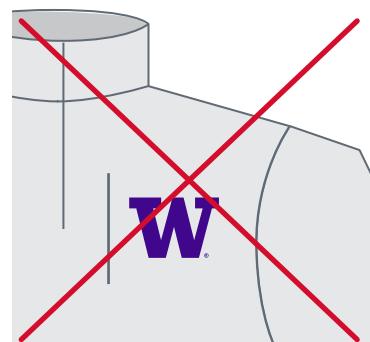


**Women's Jackets are often slightly smaller**

- KPS Standard Max:** 3"w x 3.25" h
- +\$ If > 3.25" h:** Sewing team rips sleeve to emb and sews it back along the seam - **notify AM before proofing**
- Use smaller 12cm green hoops

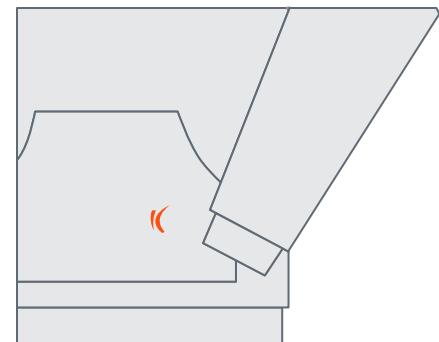
**Sleeve Cuffs** - Anything with a button can be done. Otherwise it has to be 6" from the hem (not on cuff)

## Pockets



We typically **will NOT** embroider on pockets since we cannot hoop the location properly. Always check garment photos and notes when proofing locations that may have pockets (left/right chest, upper arms).

## Kangaroo Pocket



Embroidering on a kangaroo pocket is possible but depends on hoop fitting. **Check with production.**

## Back of Collar

Check the product page for sizing of this location. If not listed, **notify Production** before proceeding.

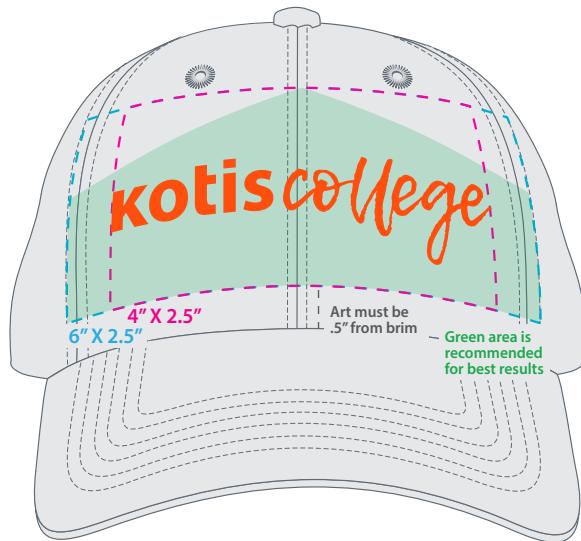


## HATS

Additional Notes on Page 13

### FRONT

4"W x 2.5"H - Standard  
6"W x 2.5"H - Max



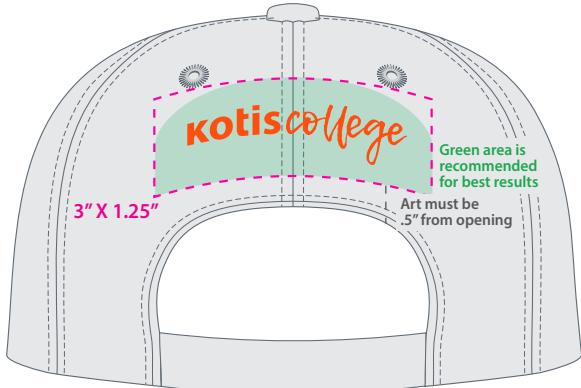
#### NOTES FOR SEW-ON PATCHES

- 0.5" from brim
- Max patch size is 2.5" h x 3.5" w
- Use Heat Transfer patches to get closer to the brim (max 2.5" h x 4" w)

### BACK

3"W x 1.25"H Max

- Embroidery must be 0.5" from opening



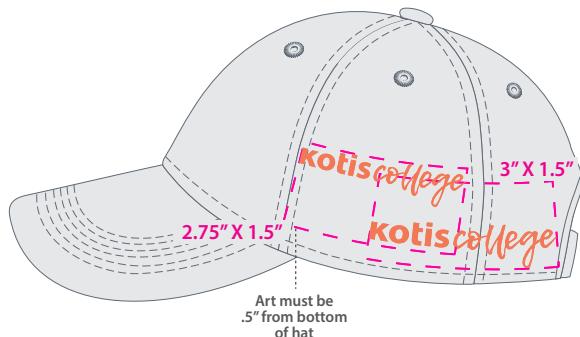
#### NOTE FOR IMPORTING

- Importing hats can have embroidery on bills, screenprinting across hat, more details not listed.

### LEFT

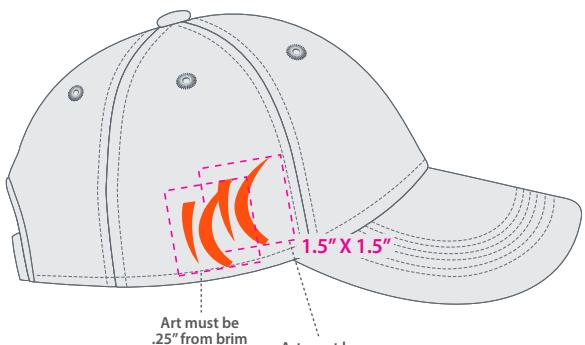
3"W x 1.5"H Max

- If using the lower location the inner band will be sewn down
- Embroideries must be .5" from the back opening minimum



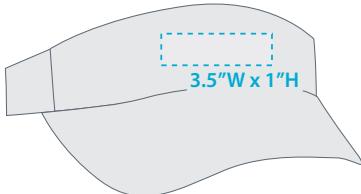
### RIGHT

1.5"W x 1.5"H Max



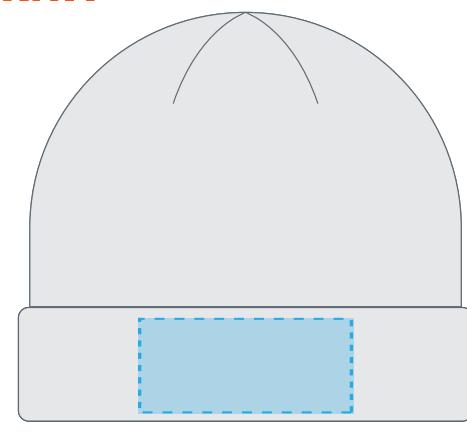
### VISOR

3.5"W x 1"H Max



### KNIT

4.5"W x 2"H Max



### HAT NOTES

Additional Notes on Page 13

#### Max Embroidery Area

##### Front of Hat

- 6"W x 2.5"H - Kotis (0.5" from side stitching)
- 4"W x 2.5"H - FFK
- 4.5"W x 2 3/8"H - HTT (Import)

##### Side of Hat

- 3.5"W x 1.5"H - FFK (depends on hat)
- 4.5"W x 2 3/8"H - HTT (Import)

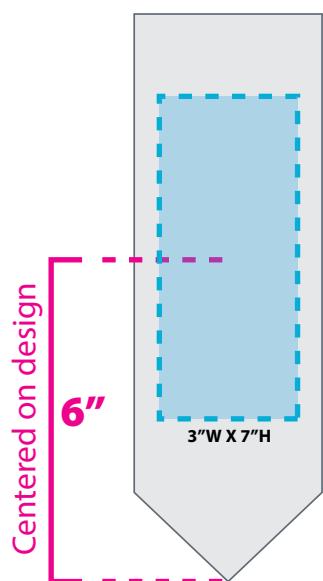
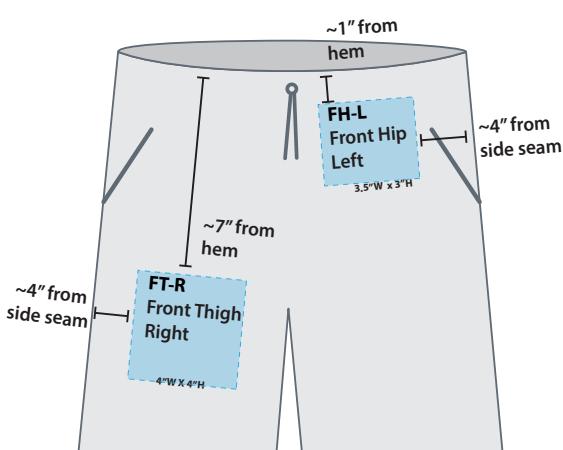
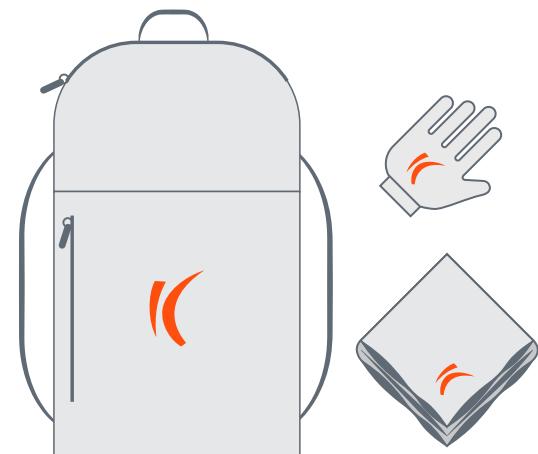
##### Visor

- 4-3.5"W x 1.5-1.75"H - FFK

##### Headband

- About 3"W x 1"H - FFK

The height of the band minus ~1/2", the width can be wider

**STOLE****SHORTS/PANTS****OTHER PRODUCTS**

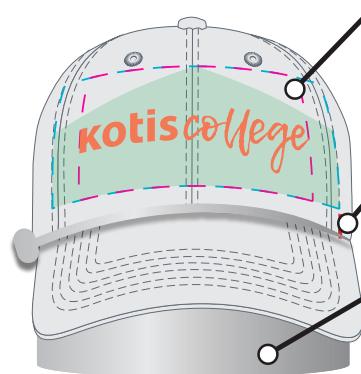
- Check product notes and supplier sites for embroidery locations and max sizes
- Watch out for pockets. Our ability to embroider on one depends on the final embroiderer.
- Some products may have fuzzy material which will need an embroidery tackdown.

**HOOPING ON HATS**

**Video:** See a video of hooping/frame at [bit.ly/kotis-hooping-video](http://bit.ly/kotis-hooping-video)

**HOOPING ON HATS****FRONT**

NOT ACTUAL SIZE



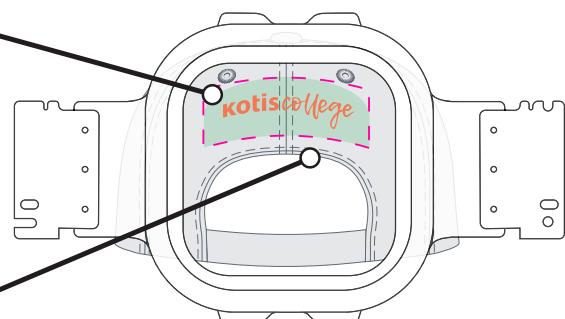
**Embroidery Area:** The area embroiderer can shift left or right depending on how hat is set onto the frame, though the vertical and horizontal limits don't change

**Limited near brim:** The hat is held in place by a metal band which the sewing machine cannot touch. This requires us to stay .5" away from the brim.

**Front location:** The hat is fixed onto a 3D frame, giving us a large space to embroidery onto.

**BACK**

NOT ACTUAL SIZE

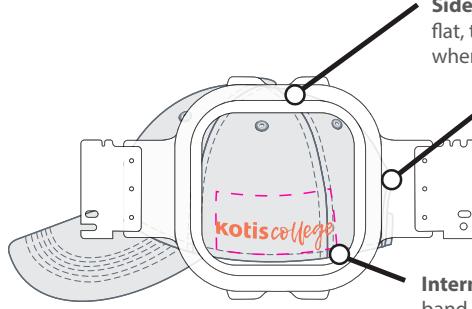


**Back location:** The hat is hooped flat, the space within the square where we can embroidery

**Limits:** Embroidery is limited by the back opening, the vents near the top of the hat, as well as the top of the hat.

**SIDES**

NOT ACTUAL SIZE



**Side location:** The hat is hooped flat, the space within the square where we can embroidery

**Limits:** The hardware cannot touch the brim of the hat, and can only get within 1/4 inch of the rear hardware.

**Internal band:** The internal band at the bottom edge of the hat will be sewn fixed if embroidery near bottom

# ADDITIONAL EMBROIDERY NOTES

## EMBROIDERY TACKDOWN

- Use on fuzzy or mesh garments (ex. beanies, mesh hats)
- Some products will indicate tackdown is needed
- Art dimensions should include tackdown applied
- See **Minimums Guide** for details how to create fill stitch

### FILL STITCH

## US FLAG

- Always use **US Flag** from Adobe Libraries on hats
- Dimensions will be 1.5"H x 1"W
- Border can be custom color, but match product unless asked



## POCKETS

- We typically **CANNOT** embroider on garment or product pockets
- Always check product pages and supplier pages if it's a listed option
- **Check with production** is a pocket embroidery is wanted. It may be an option if the customer is OK with a pocket being swen shut



## BACK TAG ON JACKETS

- This location may sew over internal size sticker. Notify AM, say "Bag and Tag" is recommended so customer can identify sizes



## PATTERNED GARMENTS

- Pattern placement will vary garment to garment. Add proof note so customer is aware we cannot guarantee if embroidery will be on the same color for every product.



## SEAMS

- Check product images for seams in locations getting embroidered. If present, and they appear large/awkward, **notify production** before proceeding.

SanMar NEA512  
Note the awkward shape of seams on the arm



## HOOPS

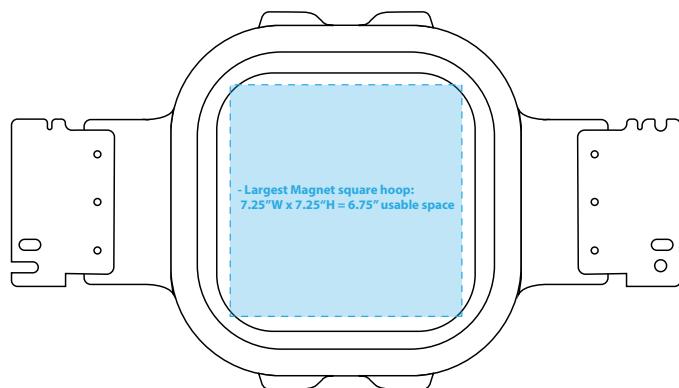
### KOTIS

#### Most Common (Magnetic)

- 7.25" Square (for custom pockets)  
**largest square hoop, 6.75" usable space**
- 5.5" Square
- 4.25" x 13"

#### Less Common (Green)

- 4.5" hoop
- 5.5" hoop
- 7.25" hoop
- 4.25 x 13"



## MAX EMBROIDERIES

### Front of Hat

6"W x 2.5"H - **Kotis (0.5" from side stitching)**

4"W x 2.5"H - **FFK**

4.5"W x 2 3/8"H - **HTT (Import)**

### Side of Hat

3.5"W x 1.5"H - **FFK (depends on hat)**

4.5"W x 2 3/8"H - **HTT (Import)**

### Visor

4-3.5"W x 1.5-1.75"H - **FFK**

### Headband

About 3"W x 1"H - **FFK**

The height of the band minus ~1/2", the width can be wider

**Full Back** - 11.5"W x 10"H - **FFK?** Largest hoop

**Wristband** - about 2.375" wide circle - **FFK**

**Socks** - 2.5"W x 2.5"H is the larger hoop - Depends on sock - **FFK**

**Sleeve Cuffs** - Anything with a button can be done. Otherwise it has to be 6" from the hem (not on cuff)

**Stole** - 3.5" w x 7" h

**Over Opening in the back** - 4"W, arced

**Flex fit** - 2.5"H x 4"W

We try to avoid a long straight line of text along the bottom (harder to keep straight)