



# Employee Apparel EMBROIDERY FORM

Please fully complete one form for each garment. See reverse for Corporate Apparel Guidelines.

**Garment Name / Description:**

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**Shirt Size:** \_\_\_\_\_ **Shirt Color:** \_\_\_\_\_

**Select Logo**



Black/Red



Solid Black



Solid White



White/Red

Logo Location will be on the left crest.

If there is a pocket or shirt brand logo in that position, the logo will be placed on the right crest.

**Special Instructions:**

**Employee Name:** \_\_\_\_\_

**Office Location:** \_\_\_\_\_

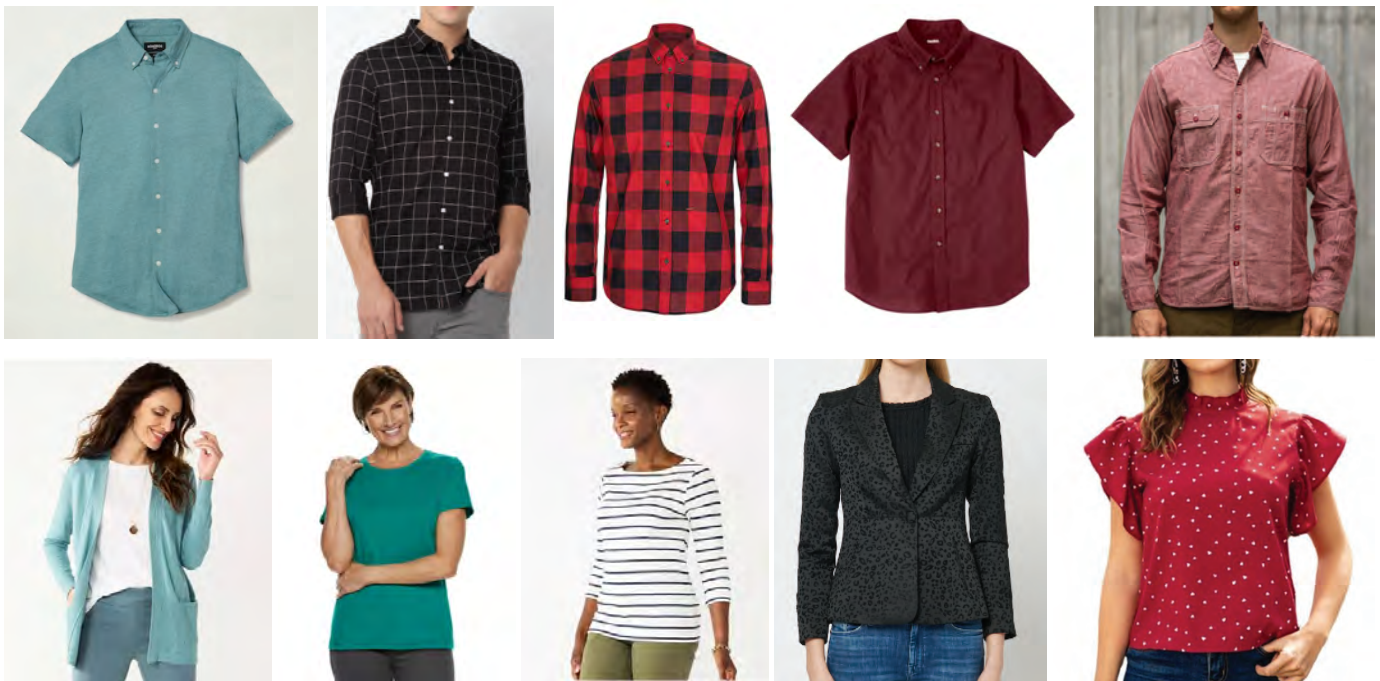
**Date Sent:** \_\_\_\_\_ **Date Needed:** \_\_\_\_\_ **Date Recieved:** \_\_\_\_\_

To embroider apparel you have already purchased, please send completed form and garment to Kevin Koenigsman in the Hays south office.

When shopping, please keep in mind this required color palette for Nex-Tech corporate apparel



Logo'd apparel must be business or business casual in category and adhere to the approved brand color palette. Patterns are approved if they are subtle and the garment is only one or two colors. Examples below show items that would be approved to have the Nex-Tech logo embroidered.



Below are examples of clothing that would not be approved to have the Nex-Tech logo embroidered. Examples include loud or busy patterns and colors that do not fit in the color palette.



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