Patch artwork checklist

Prepare one artwork version per design. Use these checks before requesting a proof.

[ ] Size and silhouette

Record finished width and height in millimeters, including the border. Try the size on the intended garment.

[ ] Readable details

Inspect lettering, lines and gaps at actual size. Ask which details need simplification for embroidery or molding.

[ ] Artwork files

Provide vector artwork if available and a reference image. Keep your editable source; outline fonts in a production copy.

[ ] Colors and layers

Mark color or thread references and separate the silhouette, border and color areas. Do not rely on screen color alone.

[ ] Material-specific details

For embroidery, confirm thread and stitch direction. For PVC, mark flat levels, rounded relief and any sewing channel.

[ ] Attachment and surface

State the garment or surface, backing, Velcro panel requirements and any heat or care restrictions.

[ ] Packing and timing

Record quantity per design, packaging requirements and required in-hand date. Confirm feasibility in the quote.

Proof and sample approval

A clear proof records the design; a sample confirms its physical appearance and construction.

[ ] Artwork version and spelling

Check names, lettering, orientation, outline and every revision against the approved file.

[ ] Dimensions, edge and material

Confirm width, height, border construction and the selected embroidered or PVC surface.

[ ] Colors and texture

Check thread choices and stitch direction, or PVC color and relief. Ask for close-ups and an angled view.

[ ] Back and attachment

Review the actual backing, Velcro loop panel if specified, sewing channel and intended attachment method.

[ ] Application and care

Where feasible, test the sample on the intended fabric. Follow the instructions for the actual patch; do not assume PVC is iron-on compatible.

[ ] Final record

Record the proof version, sample reference, requested changes, approval date and person approving. Keep a copy with the quotation.

Artwork version: _____ Sample reference: _____

Approved by / date: _____