JAYBEE SUPPLIES LIMITED
Unit 9, Victoria Mills, Boot Street, Earby, BB18 6UX
Tel: 01282 505043 | sales@jaybeesupplies.co.uk

Embroidery Information

QP 128 – Jaybee Supplies Limited

Document Ref	QP 128
Title	Embroidery Information
Version	1.0
Prepared By	Jaybee Supplies Ltd
Approved By	Managing Director
Issue Date	21 October 2026
Review	Annually

At a Glance

Detail	Information
Best for	Logos and names on uniform, workwear, PPE, hats, bags and jackets
Where it's done	In-house at our branding factory in Earby, on Tajima and Tokai multi-head machines
Artwork	Vector (PDF, AI, EPS) or a high-resolution PNG or JPG
Lead time	7–10 working days from artwork or sample approval, subject to stock and order size

1. What is embroidery?

Embroidery stitches your logo or design directly into the garment using coloured threads. It gives a raised, textured finish that looks professional and lasts for the life of the garment. All our embroidery is carried out in-house at our branding factory in Earby, using multi-head machines so that large orders run quickly and every garment matches.

2. Benefits

- **Durable:** stitched designs do not crack, peel or wash out, and stand up to industrial and domestic laundering.
- **Professional:** the classic finish for logos, names and corporate branding.
- **Consistent:** once your logo is digitised it is stored on file, so repeat orders match every time.
- **Versatile:** works on cotton, polycotton, polyester, fleece, softshell, knitwear, denim, caps and bags.

3. Things to know before you order

Point	Why it matters

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Detail and size	Bold and medium-detail designs work best. Very fine lines and small text may not stitch clearly: as a guide, keep text at least 5 mm high. A typical left-chest logo is 80–100 mm wide.
Digitising	Each new logo is digitised (converted into a stitch file) before production. Once digitised, it is kept on file for repeat orders.
Fabric	Very thin, stretchy or fluffy fabrics need the right support. We use Madeira backings, including cut-away backing and dissolvable topping, so the design sits flat and stays sharp.
Colours	Thread colours are matched as closely as possible to your brand colours and confirmed on your sample or proof. Small variations between thread and print colours are normal.
Hi-vis and FR garments	Hi-vis and flame-resistant garments are embroidered only with threads and backings approved for that garment, in line with the manufacturer's recommendations. Logos are positioned so they do not cover reflective tape or reduce the fluorescent area needed for the garment's class (EN ISO 20471). Decoration is recorded for every FR order (QP 105).
Cost	Price depends on the size and stitch count of the design and the number of positions. We will always quote before you order.

4. Perfect for

- Corporate uniform and workwear
- PPE, hi-vis and outerwear, in line with manufacturer recommendations
- School uniform, sports clubs and teamwear
- Hats, beanies, bags and jackets
- Personalised gifts and merchandise

5. Artwork, samples and approval

- Send vector artwork (PDF, AI or EPS) where possible, or a high-resolution PNG or JPG.
- You must own the artwork or have permission to use it (see QP 126).
- For new logos we send a proof or a stitched sample for approval. Production starts once it is signed off (QP 021 and QP 042), so please check spelling, colours, sizes and positions carefully.
- Logo positions are agreed with you and recorded, so every order is placed in the same position (QP 018).

6. Lead times and returns

Orders are normally despatched within 7–10 working days of artwork or sample approval, subject to stock and order size. Embroidered goods are personalised, so they cannot be returned for change of mind or wrong size choice unless they are faulty or incorrectly supplied (see QP 008 and QP 126).

7. Care instructions

- Follow the garment's own care label for washing temperature.
- Wash inside out where possible.
- Do not use bleach.
- Tumble dry on low or line dry.
- Iron on the reverse of the embroidery, never directly on the stitches.

8. Review

This information is reviewed annually and whenever our processes or equipment change. Related documents: QP 008 Terms and Conditions, QP 018 Logo Placement, QP 021 Sample/Job Sign Off Process, QP 042 Customer Artwork Approval Form, QP 105 FR Garment Decoration, QP 126 Website Terms of Use and QP 127 Sublimation Printing Information.

9. Contact Us

For advice on embroidery for your garments, or to request a quote or sample:

Telephone: 01282 50 50 43

Email: sales@jaybeesupplies.co.uk

Post: Jaybee Supplies Limited, Unit 9, Victoria Mill, Boot Street, Earby, Barnoldswick, BB18 6UX

Authorisation

Signed	Jacqui Pope
Name	Jacqui Pope
Position	Managing Director
Date	21 October 2026