



JOYCE JAGGER

THE EMBROIDERY COACH

Sample Hang Tag

You must start by opening up your word document software, I am using **Microsoft Word**. To create the box to type your information into, go up to the **Menu bar to Insert**. Scroll down to **Text Box** and left click on **Text Box**. This will create the square. You can drag the corners to make the box larger. Left click inside the box and type out the information that you want on the hang tag.

When you are finished print it out on heavy brochure paper 48#. I then cut it out and laminate it. I attach the corner of the hang tag to the underneath side seam at the end of the sleeve on the garment with a Tagging gun.

You can also add your store name and logo to this tag. I had mine in the top left corner above the Style number.

			
Style # CAR500			
Silk Touch Toddler Polo Shirt			
Fabric: 65/35 Poly/Cotton Pique			
Sizes Available: 2T, 3T, 4T			
Colors Available: Navy, Black, Red, Royal, White			
Pricing includes Embroidery			
1-5 pieces	6-35 Pieces	36-71 Pieces	72-143 Pieces
\$21.92	\$20.70	\$19.48	\$18.26

You can create 3 or 4 on one sheet of paper before you print it out. You can copy and paste the box and the wording so that you have all of the formatting in place. All you have to do is change the words and the pricing. This is easy to do and does not take very long. It is a huge timesaver for all of your presentations whether in the office or out on location.