

## REGISTRATION: Beginner-Level Training Classes

*For Equipment and Software Classes at TEXMAC Inc. for 2018*

Please do one of the following to register and apply for a confirmation form:

(1) Fill out the information and send by fax (704-392-1621 attention: Rene) or mail to the address above.

- or -

(2) E-mail the information below to rrosales@texmacusa.com (Rene Rosales)

For questions about class, contact the instructor at 704.393.6558 or send an e-mail to [rrosales@texmacusa.com](mailto:rrosales@texmacusa.com).

**Registration Contact Information** Your company name or the full name of the person who purchased your equipment:

Name(s) of the people attending: (2 per party)

Contact phone #s: \_\_\_\_\_ fax# \_\_\_\_\_

e-mail: \_\_\_\_\_

City/State you are traveling from: \_\_\_\_\_

**Payment Information**  
(choose 1 of the 3 options)

☐ **Option 1:** my equipment was purchased directly from TEXMAC; the basic level classes were included with my purchase

☐ **Option 2: \$98.00 per person per class** – my equipment was not purchased from TEXMAC

☐ **Option 3: I will be purchasing the \$1,000 transfer fee** before registering, enabling my eligibility for Option 1 above.  
(see information on "Transfer Fee" below ).

I will be paying by: ☐ Credit Card ☐ Check ☐ Other \_\_\_\_\_

**Info About Your Equipment**

**This information is required.** Please check all that apply.

Equipment: ☐ Stitch & Sew ☐ HCH-701 Journey ☐ HCS-1201 Voyager ☐ HCD-1501

serial# \_\_\_\_\_ ☐ check if your machine has a touch screen

**Select Class(es)**

**Check which classes you'll be attending** (fee may apply, see Payment Information above)

☐ Beginner-level digitizing class date: Thursday, \_\_\_\_\_, 2018

☐ Beginner-level embroidery machine class date: Friday, \_\_\_\_\_, 2018

About the Transfer Fee: The 1-time \$1,000 fee purchases the following benefits for those who purchase Happy-brand embroidery machines through any other means than direct purchase from TEXMAC Inc.: (1) Texmac support on any remaining warranty (based on machine's original date of purchase from TEXMAC Inc.), (2) Direct telephone/e-mail/internet support from Texmac technical staff (3) Preferred access to classroom & online / internet training through Texmac Education staff (4) unlimited access to Texmac basic machine & digitizing classes

**Confirmation:** After completing the above form and submitting it to TEXMAC, attendees will receive a confirmation form in writing or via e-mail as acknowledgement of confirmed reservation.

**TEXMAC USE ONLY**

☐ Payment processed \_\_\_\_\_ ☐ Confirmation Sent \_\_\_\_\_ Notes: \_\_\_\_\_

## ABOUT THE CLASSES OFFERED IN CHARLOTTE, North Carolina

### Basic Training Week

#### Digitizing Software Class

**9:30am to 5:00pm** (with 12:00pm-1:30pm break)

Learning Lettering, Editing, & Digitizing *Note: Topic schedule is approximate.*

- Morning Session Topics (9:30 to 12:00)
  - Introduction to Embroidery Theory & Stitch Quality
  - Key boundaries: 1mm (.04inch) and 10mm (0.4inch)
  - Introduction to Stitch & Sew program
  - Lettering (basics, then common commercial lettering jobs)
  - Optimizing output for your embroidery machine (sewing efficiency, quality)
  - Adjusting for different types of fabrics
- Afternoon Session Topics (1:30 to 5:00pm)
  - More on embroidery settings/adjustments
  - Advanced lettering / Combining lettering with Stock Designs
  - Key digitizing tools: the freeform & column tools
  - Preparing digitizing jobs
  - Digitizing logos

#### Basic Level Training: Setup, Operation & Basic Upkeep of Happy 1-Head embroidery machines (including HAPPY HCH, HCS, and HCD model lines)

**9:30am to 5:00pm** (with 12:00pm-1:30pm break)

Note: Class members are encouraged but not required to bring their own laptops (if practical) to take better advantage of some learning tools. *Topic schedule is approximate and may change.*

- Morning Session Topics (9:30 to 12:00)
  - Embroidery Machines Intro/ (needles, thread, machine basics)
  - Introduction to Control Panel: Basic Operations, Setting design colors and hoop fit
  - Basic Threading and Tension
  - Hooping basics
  - Techniques for different garments: backing, topping, needles, etc.
  - Commercial embroidery basics (efficiency, digitizing, designs, etc)
- Afternoon Session Topics (1:30 to 5:00pm)
  - More on embroidery settings/adjustments
  - Basic Upkeep/Maintenance: Oiling and Cleaning
  - Maintenance, troubleshooting, basic adjustments procedures
- Additional/Optional Topics (based on class requests / available time, etc)
  - May include: running an embroidery business, sewing on finished ballcaps, additional hooping techniques

#### Procedures and Policies for Training Classes at TEXMAC Inc.

- Up to 2 persons per company may attend. Attendees must be at least 16 years of age, due to the operation of machinery in the classroom
- Service animals are welcome at TEXMAC Inc, but please notify us at least a week in advance. Policy requires advanced notification to other attendees due to possible issues such as documented allergies, phobias, etc.
- Registration forms and any applicable payment must be received at least 1 week in advance prior to the date of class start to confirm your seat.

## CREDIT CARD AUTHORIZATION

FAX TO: 704-392-1621

ATTENTION: \_\_\_\_\_

EMAIL TO: \_\_\_\_\_

PAYMENT \_\_\_\_\_ PREAUTHORIZATION \_\_\_\_\_

NAME OF **COMPANY** CHARGE IS FOR: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

NAME ON CREDIT CARD: \_\_\_\_\_

ADDRESS ON CREDIT CARD: \_\_\_\_\_

AMOUNT OF SALE: \$ \_\_\_\_\_

CREDIT CARD: VISA - MASTERCARD - AMERICAN EXPRESS - DISCOVER

CREDIT CARD NUMBER: \_\_\_\_\_

\*\*\*CREDIT CARD SECURITY CODE: \_\_\_\_\_

CREDIT CARD EXPIRATION DATE: \_\_\_\_\_

BUSINESS TELEPHONE NO.: \_\_\_\_\_

HOME TELEPHONE NO.: \_\_\_\_\_

I hereby authorize TEXMAC INC. to charge the above credit card \$ \_\_\_\_\_  
for the purchase of parts, machinery, software, or service.

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

### Notice:

**\*\*\*For order processing, please attach photocopies of photo ID and credit card.  
Submit this form together with the related quote or service report.**

**\*\*\*For large purchases you, may need to contact your financial institution to  
authorize the transaction.**