



European Initiative for the exchange of young officers inspired by Erasmus

Implementation Group

The Chairman

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Dear IG members!

During the 63rd IG meeting I was asked about the procedure concerning buying the EMILYO patch with ERASMUS money.

Hereinafter you can find a short description and the “data” (size / colour) of the patch.

Procedure for the financing of EMILYO patches.

Each ERASMUS-certified university receives funding for organizational support. These funds can be used to purchase work equipment, advertising materials, and also gifts for guests. As an EMILYO patch is regarded as an award and gift and as advertising for our initiative, funding is possible via this budget.

What is the procedure?

- 1) Check your available budget for organisational support.
- 2) Search for a suitable company to produce patches.
- 3) Send a request for a quote to the company with all the necessary graphics, sketches and templates as well as the desired quantity and quality.
- 4) Evaluate the purchase options.
- 5) Place the order.
- 6) Depending on the company's procedure, pay with a deposit, full payment or on account.
- 7) Upon receipt of the goods, check the delivery.
- 8) Carry out the billing in your own billing system and post the costs of the funds for organisational support.
- 9) File the cost estimate, the delivery bill, the invoice and all graphics, sketches and templates in your archive for 10 years.



A logo symbolises “the unity” – therefore, please try not to establish “variants” of the logo. For all our institutions it should look like the same!

The colours of the patch (yellow and blue) are the official colours of the European flag. In different countries you may have different systems for these official colour codes, the company where I ordered the patches have:

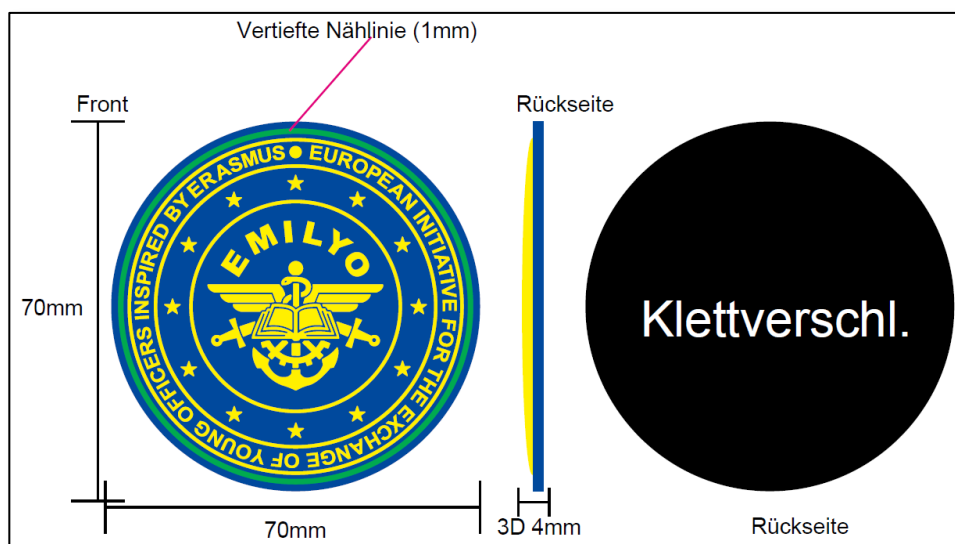
Yellow: “c”

Blue: “*Reflex Blue c*”

Please find below a table with different systems of the colour codes:

	Blue	Yellow
RGB	Blue (003399)	Yellow (FFCC00)
CMYK	100.80.0.0	0.0.100.0
Pantone	Reflex Blue	Yellow

Please find below a screenshot of the patch, with data the producing company sent to me. The green circle is not visible and symbolises just the seam line.



I hope, this helped a bit for your order of the patches. I ordered the patch from a German company – they already know how to produce it. Their address is:

**Versandhaus
Neumeyer-Abzeichen e.K.**
Höfelbeetstraße 20, D-91719 Heidenheim / Mfr.
Tel. 09833/98894-25 Fax 09833 / 9889420
E-Mail: info@neumeyer-abzeichen.de
Internet: www.neumeyer-abzeichen.de

Of course there are also a lot of other companies for the production of patches (in your country), which may have cheaper offers. I paid for 300 pieces (“Rubberpatches / PVC Patches”) € 830,00 (= € 2,80 per patch).

