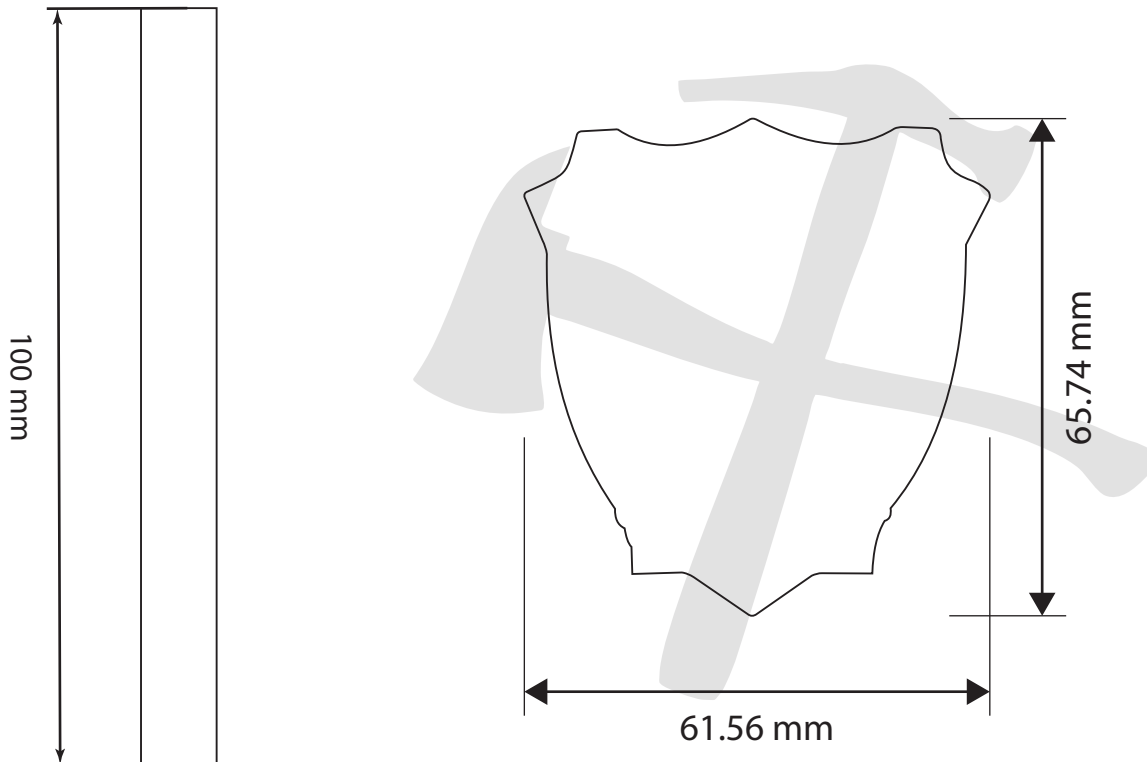


Ottawa Police Service



1. Print the PDF at 100% scale:

Ensure you print the document at its original size. Do not select "fit to page" or any scaling options that may adjust the size.

2. Confirm the printed rectangle measures 100mm:

After printing, measure the length of the rectangle with a ruler or a caliper. Make sure it measures exactly 100mm. This ensures the scale is correct and the badge will be accurate.

3. Place the badge over the cut-out tracing:

Place your badge over the cut-out tracing. Check that the badge fits well within the cut-out, without any parts hanging over the edges.

4. If adjustments are needed:

If the badge does not fit as intended or if there are any sizing issues, please email us at Hammerandaxeleather@gmail.com for further assistance.