



## Template Instructions

### Trace > Label > Cut & Fit > Ship It

You can pickup your own template materials at your local hardware store or purchase online @ [dugginsservices.com](http://dugginsservices.com). You will need a pattern material such as brown craft paper, or heavy 6mm plastic. Make sure the material will not stretch or crease. Pickup a marking pen and tape as well.

Make sure you have a straight edge and scissors handy.

**\*\*Special Note. Teak patterns require additional steps before shipping.**

## 1. Create Your Patterns

### Create Your Own

- Lay your material on the floor of your vessel. Make sure your material lays flat. No creases.
- Making sure there is a 1/2" gap around the edges, draw around the edges of your desired rug size. Do not allow your material to move while tracing. Use tape to keep it from moving.
- Make sure that all corners are rounded. Cut your template out making sure to use dash lines for slits on table holes and hatch flaps.

### Trace Existing Mats

- Make sure your material lays flat. No creases.
- Lay your existing mats on your material and trace each one of your existing mats carefully. Make sure your material does not shift or move while tracing. Use tape to keep it from moving.
- Draw around seats, holes, and other areas you desire. Use dash lines for slits such as table holes and hatch lid flaps.
- Make sure all corners are rounded.

OR

## 2. Mark Your Templates

- Draw an arrow to the bow on each template.
- Write the word "TOP" face up on your templates.
- Make sure to write your name and phone number on all pieces, along with your carpet color and style name
- Mark your pieces included: 1 of 3, 2 of 3, and so on.

John Yacht  
555-555-5555  
TOP  
2 of 5



## 3. Cut Out & Check Fit

- Following the lines you drew, carefully cut out your template including all areas for seating, bolsters, tables, and hatches. Do not cut any access slits as this may distort your template.
- Once you have your template cut out, be sure to refit the cut out pieces in your vessel to ensure they fit properly. Make sure they lie flat with no wrinkles or creases. Make any adjustments before shipping. Your new rugs / mats will be a direct representation of your template. All corners will be rounded.
- To ensure your template pattern turns out optimally, roll and package your template in the provided template kit box or a shipping tube. DO NOT FOLD. Folding causes wrinkles / creases in your template.

## 4. Ship It

Send Completed Pattern To:

Duggins Services  
attn: Custom Rug Worx  
3101 North W Street  
Pensacola, FL 32505

### NOTE:

- Once we receive your template, one of our mat techs will contact you with a final price. We will start your order once you have approved the final pricing. Once started expect 3-4 weeks for your order to be shipped to you.
- There is a fee of \$125 for templates not cut out completely.
- We only keep provided templates for 45 days. We can return your templates at your request, after your new mats are received and approved. Customer responsible for return shipping.