## Basic guide to stain removal

- Remove as much of the matter as possible
- Blot the area. Use clean cloths and gently press down on the area to remove the moisture. Do not scrub or rub in the spill as it can set the stain.
- Apply small amount of lukewarm water to the stain and blot out the moisture.
- If there is still a visual of the stain, use a detergent solution. A 4:1 ratio of lukewarm water to detergent is best.
- Apply detergent solution to the stain and allow it to penetrate. Rinse with clean lukewarm water to remove detergent. Be careful not to saturate.
- Place paper towel on the spill to absorb the water/solution. Place a non-staining object on the paper towel to draw moisture out.
- Vacuum over the area when dry.
- If you can still see the stain, repeat the treatment.