

My Company Job Master Checklist

Customer / Account Name:

Job Number:

Order Date:

Digitizing Dept.

Embroidery File Name:

Threads Used:

Color #1	Thread #	Thread Wt.
Color #2	Thread #	Thread Wt.
Color #3	Thread #	Thread Wt.
Color #4	Thread #	Thread Wt.
Color #5	Thread #	Thread Wt.
Color #6	Thread #	Thread Wt.
Color #7	Thread #	Thread Wt.
Color #8	Thread #	Thread Wt.
Color #9	Thread #	Thread Wt.

Use Additional Sheet if Necessary

Sew-out Approved by Customer?

Digitizing Dept. Passed By: _____

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Color #7	Thread #	Thread Wt.
Color #8	Thread #	Thread Wt.
Color #9	Thread #	Thread Wt.

Use Additional Sheet if Necessary

Sew-out Approved by Customer?

Digitizing Dept. Passed By: _____

Embroidery Setup:

(Please initial each step when verified)

Correct Brand / Style?

Correct Color(s)?

Correct Sizes?

Correct Quantities?

Thread Color(s) checked?

Design Location(s) verified
& Understood?

First Run Inspected?

Inspected by: _____

Machine Operator: _____

Embroidery Setup:

(Please initial each step when verified)

Correct Brand / Style?

Correct Color(s)?

Correct Sizes?

Correct Quantities?

Thread Color(s) checked?

Design Location(s) verified
& Understood?

First Run Inspected?

Inspected by: _____

Machine Operator: _____

Post Production:

Items Recounted?

Order Packed for Shipment?

Defectives: REPLACED ☐ SHIPPED SHORT ☐

Packing List Enclosed?

Order Shipped? Date: _____

Post Production:

Items Recounted?

Order Packed for Shipment?

Defectives: REPLACED ☐ SHIPPED SHORT ☐

Packing List Enclosed?

Order Shipped? Date: _____