

My Company Job Master Checklist

Customer / Account Name:

Job Number:

Order Date:

Art Dept.

Screen File #:

D.P.I. of Screen Design on Vellum / Film:

Color # 1 Color # 4
Color # 2 Color # 5
Color # 3 Color # 6

Screen Mesh to Use:

Color # 1 Color # 4
Color # 2 Color # 5
Color # 3 Color # 6

Add'l Instructions/Notes:

Art Approved by Customer?

Art Dept. Passed By: _____

Print Makeready:

(Please initial each step when verified)

Correct Brand / Style?

Correct Color(s)?

Correct Sizes?

Correct Quantities?

Ink Color(s) checked?

Design Location(s) verified
& Understood?

First Print Inspected?

Inspected by: _____

Printed By: _____

Post Production:

Items Recounted?

Order Packed for Shipment?

Defectives: REPLACED ☐ SHIPPED SHORT ☐

Packing List Enclosed?

Order Shipped? Date:

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