

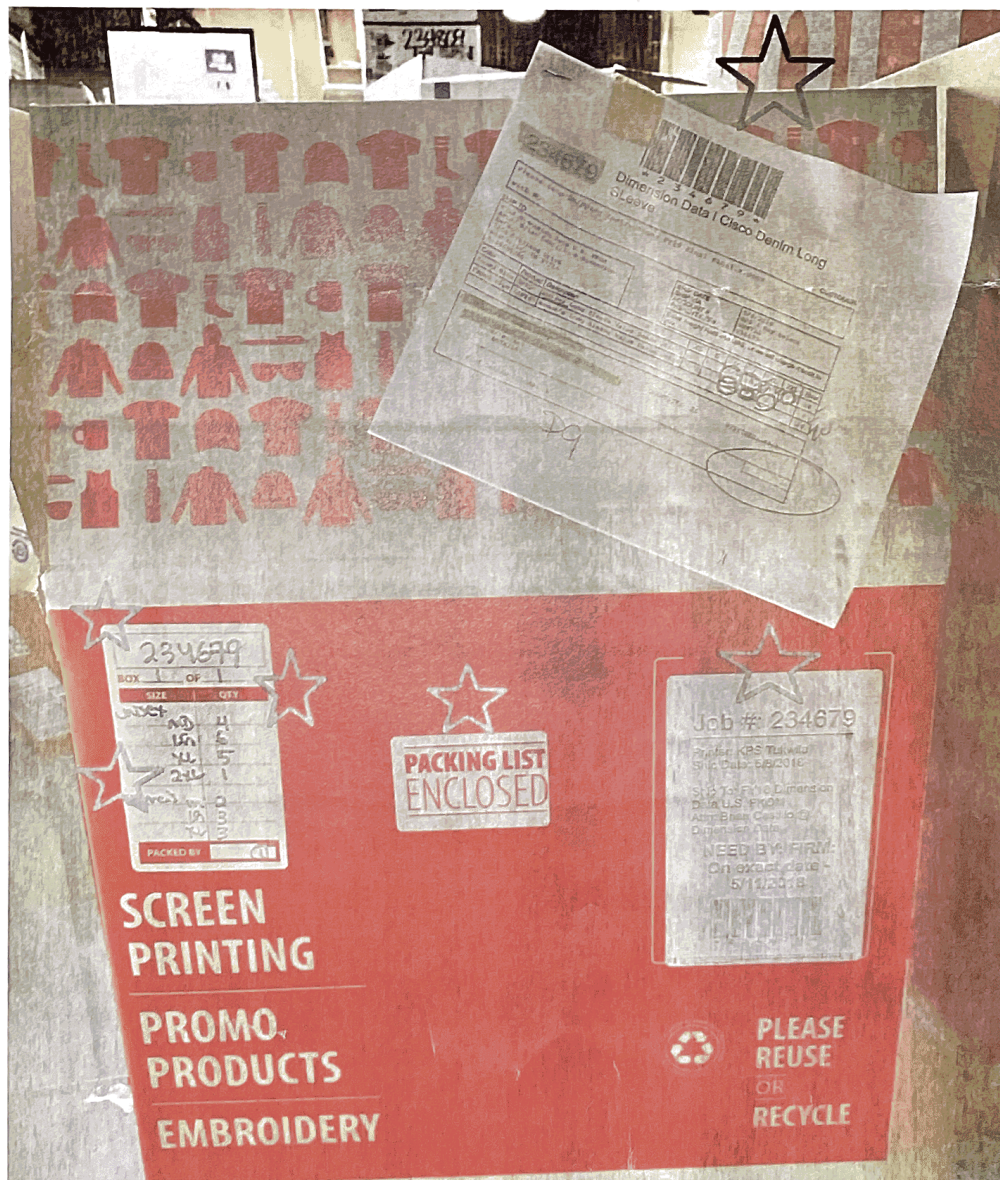
QA Process for KPS Jobs

Every job that comes from KPS will be inspected by the QA team to ensure the customer is getting the best possible product every time.

Before inspection starts, each order/box must have the following done or it should be sent back to KPS to be completed.

1. Pack items in boxes in folded bundles per KPS packing procedure
2. Do not tape any boxes closed
3. Packing Slip should be in box 1 of 1 with "Packing Slip Enclosed" sticker on outside
4. Qty grid labels on outside of box with job # and qty of garments per style/color
5. Attach job labels on each box
6. Work Order is taped to outside of box with correct qty's and box count

Failure to do any of these will result in the job being sent back to KPS for fixing



KWF QA Check

1. Scan barcode from packing slip/work order or job label on box into the KPS page
<https://kps.kotisdesign.com/>
2. Confirm job in box looks like proof – take 1 item physically out of box and match to proof on right side of screen

234396 - 210122 Reorder - Karl Strauss | Updated Men's Make Beer Not War

Reorder Of: 210122
 Printing At: KPS Tukwila
 Ship Date: 5/4/18
 In Hands: 5/7/18
 Ship Via: UPS Ground
 Ship To: Karl Strauss Brewing Company
 attn: Jamey'n Columina
 5965 Santa Fe St, Suite E
 San Diego, CA 92109
 Art Sent: 4/25/18
 Work Order: 4/24/18
 Sales Rep: Kelsey Kimura
 Separator: Mayur Gore

[View packing slip](#) [Create Work Order](#)

[Create box label](#)

[Add tracking numbers](#)

match a physical sample to
proof - does it look the same?

Check all locations



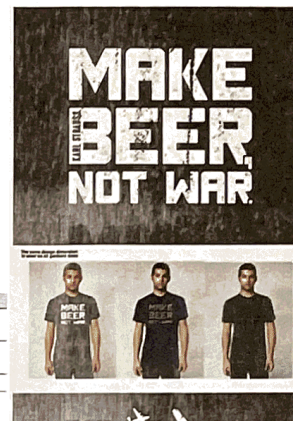
Products ordered 4/25/18 | Received [Full](#) | Counted [Full](#) | [Other Jobs](#) | [Add msprint](#)

Product	MD	LG	XL	2X	total
Unisex American Apparel Imported Poly-Cotton Crew Neck T-Shirt Alpha bb401w - BLACK	-	24	24	36	84
Unisex American Apparel Imported Poly-Cotton Crew Neck T-Shirt Alpha bb401w - HEATHER FOREST	24	24	24	-	72
					156

Full Front
n.p.m.t.p.m.

Full Back 1 - Centered On Proof Callout
n.p.m.t.p.m.

Full Back 2 - Centered On Proof Callout
n.p.m.t.p.m.



3. Select 5 random pieces from job/box and preform QA check

if multiple print options exist you must do this check for each variation

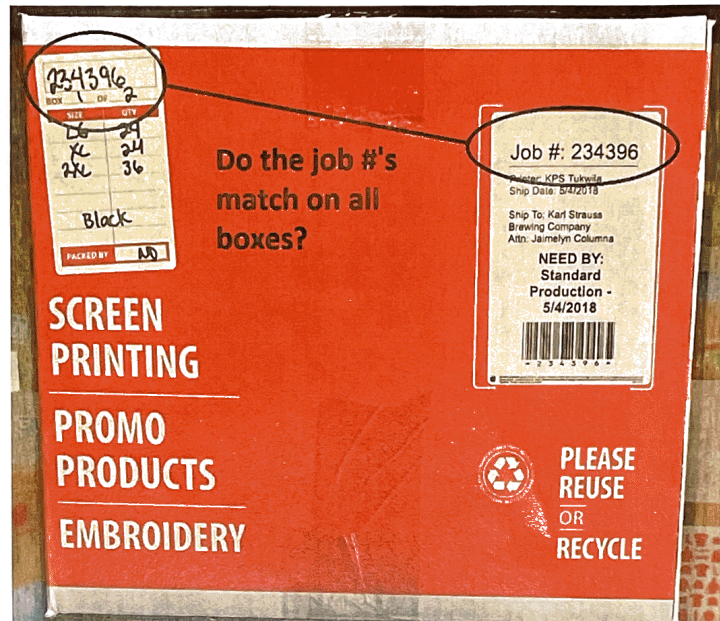
<u>Print Location</u>	<u>Ink Colors</u>
Verify all locations have been printed and they are in the correct spot	Does the print look like the proof? Does it look lighter/darker than ?
Is each print the correct size?	Any obvious deviations?
	Does anything stand out that looks off?
<u>Garment Colors/Types</u>	<u>Print Distortions</u>
Were the correct items used?	Do we see any ink spots, issues with the print or defective issues?
Any garment defects?	Does the print look straight or crooked? Off-centered?

4. If items pass inspection, then prep job for shipping – if not fill out QC REJECT FORM and send back to KPS

Confirm the following information on all boxes per job

1. Confirm job #'s all match
2. Confirm the box count match
3. Confirm qty's on packing slip match the qty box labels

IF ANY OF THESE DO NOT MATCH – SEND BACK TO KPS FOR VERIFICATION



2. Print out job label on full sheet of paper and write the total # of boxes for job on slip and initial, date and tape to outside of box and move to shipping

