

Can I begin Production?



Does your garment stack PO # match the PO # next on your schedule?

Does your thread match the call outs on the "Ink recipe"?

Does your stitch out file match the size of the production location measurement?

Does your thread colors match the digital photo proof?

Do you think the embroidery looks good?

Have another team member check your previous check offs.

Does this have a photoproof? Is it approved?

Does your placement/logo size match the digital photos placement?

Have another team member check your embroidery quality.

If you have answered Yes, begin production. If you answered no at any step, consult set up flow chart.

Does your garment stack PO# match the PO # on your schedule?

Yes - Initial and continue to next

No - You have the wrong garments. How do I do this?
Slack Count out Manager if issues arise.

GARMENT • Style & Color		
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Does your thread match the call outs on the "Ink recipe"?

Yes - Initial and sew file

No - You need to match the thread call outs. How do I do this?
Slack Embroidery Manager if thread is out of stock.

THREAD & BACKING • Bobbin color & Tension (1/3)		
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Time to sew stitch out on similar fabric with proper backing topping. How do I do this?

Initial "Stitch out" or Initial "Prepro" depending on situation

SEWOUT: SAMPLE		
SEWOUT: PRE-PRO • Placement		

Does your stitch out file match the size of the production location measurement?

Yes - Continue to next

No - contact supervisor, move onto next job.

Does your colors match the digital photoproof?

Yes - Continue to next

No - choose a different color and change color call out in "ink recipe".

Is this a reorder? Does this PO match previous PO?

Yes - Initial and continue to next

No - Alert Supervisor of changes between PO.

ART • Matches proof • Size • Matches reorder	Notes _____ _____ _____	
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Do you think the embroidery looks good?

Yes - Initial and continue to next

No - Alert Supervisor on how to make better.

WILL CLIENT BE HAPPY		
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CHECKPOINT!

Have another team member check your previous check offs.

GARMENT • Style & Color		
ART • Matches proof • Size • Matches reorder	Notes _____ _____ _____	
THREAD & BACKING • Bobbin color & Tension (1/3)		
SEWOUT: SAMPLE		
SEWOUT: PRE-PRO • Placement		
CLEANUP • Remove backing/topping • QC (trim threads, reject) • Count matches PO		
WILL CLIENT BE HAPPY		

Second staff will initial that all previous steps are correct base on the PO and stitch out comparison.

No - Second person will alert operator of mistakes for them to correct before signing name.

Does this have a photo proof? (Is is approved?)

No - Move to next step.

Yes - Submit photo proof and move to next job until approved.

No - Waiting on approval; move to next job.