EMBROIDERY CHECKLIST VERIFY EVERYTHING BEFORE PRODUCTION Communicate all changes/concerns prior to production

Job#	Decoration Location	
Ор	Asst	Date

VERIFY EVERYTHING IS CORRECT	INITIAL	
GARMENT - Count out		
GARMENT • Style & Color		
ART Notes • Matches proof • Size • Matches reorder		
THREAD & BACKING • Bobbin color & Tension (1/3)		
SEWOUT: SAMPLE		
SEWOUT: PRE-PRO • Placement		
CLEANUP Remove backing/topping QC (trim threads, reject) Count matches PO		

Job#	Decoration Location	
Ор	Asst	Date

GARMENT - Co	unt out		The state of the s	
GARINEIVI - CO	unt out	2.15.		
GARMENT Style & Color				
ART • Matches proof • Size • Matches reord				
THREAD & BAC Bobbin color 8				
SEWOUT: SAM	PLE			
SEWOUT: PRE- Placement	PRO			
CLEANUP • Remove back • QC (trim threa • Count match	ds, reject)			
WILL CLIENT B	Е НАРРУ			
TALLY				
Round Time	Rounds	Heads	Slowdown	

	FINISHER	# BOXES	DATE
Correct materials used			
All garments accounted for			
Finishing form complete		QC CHE	CK DONE
Presentation of finishing			

Heads

Slowdowns

Rounds

WILL CLIENT BE HAPPY

TALLYRound Time

	FINISHER	# BOXES	DATE
Correct materials used			
All garments accounted for		ya. sayuna	17-71
Finishing form complete		QC CHE	CK DONE
Presentation of finishing			