

SCREENPRINTING CHECKLIST

Job#

VERIFY ALL QUESTIONS PRIOR TO PRODUCTION

• COMMUNICATE ALL CHANGES FOR REORDERS

Print Location _____ Press Op _____
Date _____ Catcher _____
Press _____ Unloader _____

| VERIFY EVERYTHING IS CORRECT | COUNT OUT | PRESS OPERATOR | UNLOADER | CATCHER |
|---|-----------|----------------|----------|---------|
| Garments ready to print & clearly labeled | | | | |
| Art fits on garments | | | | |
| Art Size matches job page specs Spelling is correct | | | | |
| Correct Inks & flash temp are being used for garment blend | | | | |
| Print Location matches proof specs | | | | |
| Dryer temp _____ Speed _____ | | | | |
| Ink colors match after dryer | | | | |
| Print cured after dryer | | | | |
| Feel of Print match intent of proof (brightness, smoothness, etc) | | | | |
| Correct Print Heads & Garments | | | | |
| Ready to QC: Ink colors, garments, location details, misprints | | | | |
| Unloader: monitor glue strength, avoid snapback, no stretching | | | | |
| Monitor Location & Straightness | | | | |
| All Garments are accounted for | | | | |

| | FINISHER | # BOXES | DATE |
|----------------------------------|----------|---------|------|
| Correct materials are being used | | | |
| All garments are accounted for | | | |
| Finishing form is complete | | | |
| Presentation of finishing | | | |

QC CHECK DONE

Print Location _____ Press Op _____
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| Monitor Location & Straightness | | | | |
| All Garments are accounted for | | | | |

| | SHIPPER | # BOXES | DATE |
|---------------------------------|---------|---------|------|
| All production is complete | | | |
| Pack Slip is correct | | | |
| Ship Method meets in-hands date | | | |
| Presentation of packaging | | | |

QC CHECK DONE