EMBROIDERY CHECKLIST

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

Job#	Decoration Location	
Op	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**		
WILL CLIENT BE HAPPY		
TALLY		

Round Time	Rounds	Heads	Slowdowns

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