**ADDING** **MISPRINTS**

• **Check with John or Ashley First**-if they don't pass do

the following

• Open job page on tablet

• Click on **ADD MISPRINT** - located right above where the

product is listed

• Fill out Team **That Worked On It** -write names of

operator, puller, catcher- do not write department, use

names. Reference the check lists if unsure.

Comments section **add a CLEAR description** - do: "double

printed, art work blurred." Don't: "misprint."

• If misprint happens on the ship date REQUEST SHIP DATE

**MOVED** when adding comments

• Take a Picture of the misprint

• **ALWAYS** add product quantity in correct box- If the

Misprint garments are covered by pad pieces, say that in

The description and properly account for them in product portion under PAD PIECES.

**UPS LABEL MUST HAVE THE PO# and THE WORD**

"MISPRINT"

ALWAYS LABEL STACKS OF

PRODUCT WITH UPS LABEL