1 JOB TICKET

JOB _____

SCREEN PRINT

☐ Rush

Job _____ of _____
Revision _____
Printed _____

Barcode or QR code

CUSTOMER _____ JOB NAME _____ ORDER NO. _____

2 DATES

PRODUCTION DUE finish by this date _____

SHIP-BY ships or ready for pickup _____

IN-HANDS customer needs it by _____

3 GARMENTS

one row per style and color. Count them before the run.

BRAND AND STYLE NO.	COLOR	XS	S	M	L	XL	2XL	3XL	4XL	YS	YM	YL	YXL	OTHER	TOTAL	COUNTED (INITIALS)

☐ Customer-supplied garments

4 ARTWORK

set up from the production file, check the first piece against the mockup

☐ **Approved mockup stapled to this ticket**

MOCKUP VERSION _____ APPROVED ON _____

PRODUCTION FILE(S) AND VERSION _____

5 DECORATION BY LOCATION

measure from a fixed point, like the collar seam

LOCATION	ARTWORK SIZE (W × H)	PLACEMENT, MEASURED FROM

SCREENS, IN PRINT ORDER

ORDER	SCREEN ID	LOCATION	INK COLOR + PANTONE	INK TYPE	MESH	FLASH

Cure check: ink film reached _____ °F on the first piece (strip or probe through the dryer)

6 FINISHING AND PACKING

☐ Fold ☐ Poly bag ☐ Size sticker Sort by: ☐ size ☐ name Boxes _____

Leaves by: ☐ pickup ☐ carrier _____ ☐ local delivery

7 SIGN-OFFS

good + misprints = blanks counted

STAGE	INITIALS	DATE	COUNT
Blanks counted			
Screens ready			
First piece approved			
Run complete			Good _____ Misprints _____
Quality checked and packed			

NOTES

Changed something? Reprint with the next revision number and throw out the old copy.

Job ticket template by YoPrint

1 JOB TICKET

JOB _____

EMBROIDERY

☐ Rush

Job ____ of ____
Revision ____
Printed _____

Barcode or QR code

CUSTOMER _____ JOB NAME _____ ORDER NO. _____

2 DATES

PRODUCTION DUE finish by this date _____

SHIP-BY ships or ready for pickup _____

IN-HANDS customer needs it by _____

3 GARMENTS

one row per style and color. Count them before the run.

BRAND AND STYLE NO.	COLOR	XS	S	M	L	XL	2XL	3XL	4XL	YS	YM	YL	YXL	OTHER	TOTAL	COUNTED (INITIALS)

☐ Customer-supplied garments

4 ARTWORK

set up from the production file, check the first piece against the mockup

☐ **Approved mockup stapled to this ticket**

MOCKUP VERSION _____ APPROVED ON _____

PRODUCTION FILE(S) AND VERSION _____

5 DECORATION BY LOCATION

measure from a fixed point, like the collar seam

LOCATION	ARTWORK SIZE (W × H)	PLACEMENT, MEASURED FROM

DESIGN FILE (DST) _____ STITCH COUNT _____ FINISHED SIZE _____

HOOP _____ BACKING _____ TOPPING _____

THREAD COLORS, IN SEWING ORDER

NEEDLE	COLOR	THREAD BRAND AND NO.

☐ Sew-out approved before the run (initial under sign-offs)

6 FINISHING AND PACKING

☐ Fold ☐ Poly bag ☐ Size sticker Sort by: ☐ size ☐ name Boxes ____

Leaves by: ☐ pickup ☐ carrier _____ ☐ local delivery

7 SIGN-OFFS

good + rejects = blanks counted

STAGE	INITIALS	DATE	COUNT
Blanks counted			
Design file loaded, threads set			
First piece approved			
Run complete			Good ____ Rejects ____
Quality checked and packed			

NOTES

Changed something? Reprint with the next revision number and throw out the old copy.

Job ticket template by YoPrint

1 JOB TICKET

JOB _____ **DTF** ☐ Rush

Job ____ of ____
Revision ____
Printed _____

Barcode or QR code

CUSTOMER _____ JOB NAME _____ ORDER NO. _____

2 DATES

PRODUCTION DUE finish by this date _____

SHIP-BY ships or ready for pickup _____

IN-HANDS customer needs it by _____

3 GARMENTS

one row per style and color. Count them before the run.

BRAND AND STYLE NO.	COLOR	XS	S	M	L	XL	2XL	3XL	4XL	YS	YM	YL	YXL	OTHER	TOTAL	COUNTED (INITIALS)

☐ Customer-supplied garments

4 ARTWORK

set up from the production file, check the first piece against the mockup

☐ **Approved mockup stapled to this ticket**

MOCKUP VERSION _____ APPROVED ON _____

PRODUCTION FILE(S) AND VERSION _____

5 DECORATION BY LOCATION

measure from a fixed point, like the collar seam

LOCATION	ARTWORK SIZE (W × H)	PLACEMENT, MEASURED FROM

GANG SHEET FILE AND VERSION _____ Transfers: ☐ printed in-house ☐ ordered READY OR ARRIVING _____

TRANSFERS count them against this table before pressing

LOCATION	TRANSFER SIZE	NEEDED	SPARES	TOTAL	COUNTED

PRESS SETTINGS

Pre-press ____ s Temp ____ °F Time ____ s Pressure _____ Peel: ☐ hot ☐ warm ☐ cold

Second press ____ s

6 FINISHING AND PACKING

☐ Fold ☐ Poly bag ☐ Size sticker Sort by: ☐ size ☐ name Boxes ____

Leaves by: ☐ pickup ☐ carrier _____ ☐ local delivery

7 SIGN-OFFS

good + misprints = blanks counted

STAGE	INITIALS	DATE	COUNT
Blanks counted			
Gang sheet checked before printing			
Transfers counted			
First piece approved			
Run complete			Good ____ Misprints ____
Quality checked and packed			

NOTES

Changed something? Reprint with the next revision number and throw out the old copy.

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