1 JOB TICKET

JOB 2321-1

EMBROIDERY

☐ Rush

Job 1 of 1
Revision 1
Printed Dec 2, 2026

Barcode or QR code

CUSTOMER: Harbor Point Dental
JOB NAME: Staff Polos
ORDER NO.: SO-2321

2 DATES

PRODUCTION DUE finish by this date: Wed, Dec 9, 2026

SHIP-BY ships or ready for pickup: Thu, Dec 10 · UPS Ground

IN-HANDS customer needs it by: Mon, Dec 14

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)
Port Authority K500 polo	Black		3	6	7	5	3								24	AL

☐ 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: Mockup v3

APPROVED ON: Dec 1, 2026

PRODUCTION FILE(S) AND VERSION: harbor-point-LC-v3.dst

5 DECORATION BY LOCATION

measure from a fixed point, like the collar seam

LOCATION	ARTWORK SIZE (W × H)	PLACEMENT, MEASURED FROM
Wearer's left chest	3.5 × 1.4 in	7 in below shoulder seam, centered placket to side seam

DESIGN FILE (DST): harbor-point-LC-v3.dst

STITCH COUNT: 7,800

FINISHED SIZE: 3.5 × 1.4 in

HOOP: 12 cm round

BACKING: 2.5 oz cutaway

TOPPING: None

THREAD COLORS, IN SEWING ORDER

NEEDLE	COLOR	THREAD BRAND AND NO.
1	Teal	Isacord 4032
2	White	Isacord 0015
3	Light gray	Isacord 0151

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

6 FINISHING AND PACKING

☑ Fold ☑ Poly bag ☑ Size sticker Sort by: ☑ size ☐ name Boxes 1

Leaves by: ☐ pickup ☑ carrier UPS Ground ☐ local delivery

7 SIGN-OFFS

good + rejects = blanks counted

STAGE	INITIALS	DATE	COUNT
Blanks counted	AL	Dec 7	24
Design file loaded, threads set			
First piece approved			
Run complete			Good _____ Rejects _____
Quality checked and packed			

NOTES

Knit polo, so cutaway backing. Approve one sew-out before running all 24.