

YOUR LOGO HERE

Subli Genius Print

PRINT SHOP PRODUCTION CHECKLIST

From Order to Delivery

A 5-Stage Quality Control System for Sublimation & Wholesale Print Shops

Order Intake

Artwork & Prepress

Production

Quality Control

Shipping



ORDER INTAKE

Stage 1 of 5 — Capture accurate order details from the start

- Order Number**

- Customer Name**

- Contact Information**

- Product(s)**

- Quantity**

- Sizes**

- Material / Substrate**

- Artwork Received**

- Delivery Date**

- Payment Confirmed**

- Special Instructions**



ARTWORK & PREPRESS

Stage 2 of 5 — Verify files before they hit the press

Correct File Format

Resolution Verified

Bleed Checked

Safe Area Checked

Fonts Outlined

Images Embedded

Colors Verified

Customer Approval Received



PRODUCTION

Stage 3 of 5 — Run the job right, the first time

Materials Ready

Equipment Inspected

Machine Settings Verified

Test Print Approved

Production Started

Production Completed

Waste Recorded



QUALITY CONTROL

Stage 4 of 5 — Catch issues before the customer does

Colors Correct

Alignment Correct

No Defects

Correct Quantity

Packaging Verified

Supervisor Approval



SHIPPING

Stage 5 of 5 — Close out the order with confidence

Packing Slip Included

Shipping Label Verified

Tracking Number Generated

Customer Notified

Order Closed

DAILY MASTER CHECKLIST

One-page reference — post at your workstation

ORDER #: _____

DATE: _____

1. ORDER INTAKE

- Order Number
- Customer Name
- Contact Information
- Product(s)
- Quantity
- Sizes
- Material / Substrate
- Artwork Received
- Delivery Date
- Payment Confirmed
- Special Instructions

2. ARTWORK & PREPRESS

- Correct File Format
- Resolution Verified
- Bleed Checked
- Safe Area Checked
- Fonts Outlined
- Images Embedded
- Colors Verified
- Customer Approval Received

3. PRODUCTION

- Materials Ready
- Equipment Inspected
- Machine Settings Verified
- Test Print Approved
- Production Started
- Production Completed
- Waste Recorded

4. QUALITY CONTROL

- Colors Correct
- Alignment Correct
- No Defects
- Correct Quantity
- Packaging Verified
- Supervisor Approval

5. SHIPPING

- Packing Slip Included
- Shipping Label Verified
- Tracking Number Generated
- Customer Notified
- Order Closed

Production Staff Signature: _____ Supervisor Signature: _____