PRINTLATCH / FREE MANUAL TEMPLATE

Screen printing work order

RELEASE STATUS: _____
Do not start work until the approved version and shop release are checked.

Order / quote number

Revision

Customer / job reference

Prepared date / time

Garments & quantities

Garment manufacturer / style

Exact garment color / supplied by

Size	XS	S	M	L	XL	2XL	Total
Quantity							

Print specification & proofs

Position	Dimensions / placement / ink	Exact artwork file / version
Front		
Back		
Other		

Approval & shop release

Approved revision

Approver / approval time

Shop release person / time

Current record link / verification location

Promised date

Pickup / shipping instructions

Production instructions / exceptions

Check that the current record still matches this ticket. Replaced paper copies must be removed from active work by the shop; they cannot be recalled automatically.

Manual template from PrintLatch. Preserve the source quote, proof and approval records. No legal-signature or production-quality guarantee.