

Production job sheet

JOB

Job / order reference _____

Priority: ☐ Standard ☐ Rush ☐ Scheduled date

Deadline / dispatch date _____

Customer & contact _____

PRODUCT

Product / garment (brand, style, colour) _____

Variants / colours _____

Sizes & quantities

Size	XS	S	M	L	XL	2XL	3XL	Other
Qty								

Total quantity _____

ARTWORK & DECORATION

Artwork file & version _____

Customer approval reference / date _____

Decoration method _____

Placements

Position	Dimensions	Colours / references

PRODUCTION

Production instructions

Materials / consumables notes

Machine / workstation _____

Assigned operator _____

PROGRESS

Workflow stages (initial and date each)

Stage	Done by	Date
Artwork approved		
Materials ready		
In production		
Decoration complete		
QC passed		
Packed		
Dispatched		

QC result / notes _____

Packing & dispatch (method, carrier, tracking) _____

Internal notes

