Screen printing proof

Confirm every production detail and capture a dated sign-off before a screen is burned.

PROOF VERSION V ____

CUSTOMER | ORDER # | DATE | IN-HANDS DATE

SALES REP | GARMENT BRAND & STYLE # | GARMENT COLOR

MOCKUP — shown on the actual garment color

FRONT

BACK

PRINT LOCATION	FINISHED SIZE	INK COLORS (NAME / PANTONE)	# COLORS	METHOD

SIZE BREAKDOWN

XS	S	M	L	XL	2XL	3XL	TOTAL

Please note: printed ink colors may vary slightly from how they appear on your screen. Approve against the ink names or Pantone numbers listed above.

Approval

One documented approval beats a reprint. Production starts only on an approved version.

☐ **Approve**
Release this version to production.

☐ **Request changes**
Hold production — note the changes below.

APPROVED BY _____ SIGNATURE _____ DATE _____

CHANGES REQUESTED

_____

_____

HOW TO USE THIS PROOF

Two approvals, one clean run.

Handle the quote and the artwork as separate approvals so you can order blanks while the design is still being finalized.

Quote approval

WHO APPROVES
Buyer or budget holder

WHAT IT UNLOCKS
Deposit request & garment ordering

Artwork approval

WHO APPROVES
Brand owner or event lead

WHAT IT UNLOCKS
Screens, films or stitch files, then production

RELEASE ONLY APPROVED WORK

STEP 1
Record the approval
Mark the approved version and date on the order before any screen is burned.

STEP 2
Reversion on changes
If something changes after sign-off, create a new version and send a fresh request.

STEP 3
Name files clearly
Use the order and version — 10452_Booster_Front_v3 — so the press never prints v2.

> **Pro tip:** Printavo requests quote and artwork approvals separately and records them on the order, then attaches the approved art to the job for the press. Try it free for 7 days — no credit card required.

Try it Free