

## INKJET PROCEDURE CHECK LIST

\_\_\_\_\_ **JOB #** \_\_\_\_\_ **I HAVE READ AND UNDERSTAND THE JOB TICKET**

\_\_\_\_\_ **DATE** \_\_\_\_\_ **CELL** \_\_\_\_\_ **FILE NAME**

\_\_\_\_\_ **FILE QTY** \_\_\_\_\_ **CANADA** \_\_\_\_\_ **FOREIGN** \_\_\_\_\_ **NON USPS**

\_\_\_\_\_ PROPER ZIPCODE FOR STATE, HYPHEN BETWEEN ZIP & ZIP4.

\_\_\_\_\_ ENDORSEMENT LINE AND POSTAL SORT. \_\_\_\_\_ MAIL STATEMENT & TAGS.

\_\_\_\_\_ CORRECT ADDRESS BLOCK CONTENT (**Note:** address1 & address2 in correct order).

\_\_\_\_\_ MAXIMUM LINES (with Barcode) \_\_\_\_\_ & MAXIMUM CHARACTERS \_\_\_\_\_ PER LINE.

\_\_\_\_\_ CORRECT FONT & INK QUALITY. (DPI)

\_\_\_\_\_ IF PIECE INSERTS CHECK WINDOW POSITION USING ALL OTHER COMPONENTS.

\_\_\_\_\_ INDICIA CORRECT

\_\_\_\_\_ BAR CODE: \_\_\_\_ POSITION \_\_\_\_ SCAN MATCHES ADDRESS \_\_\_\_ CLEARANCE \_\_\_\_ QUALITY

\_\_\_\_\_ MATCH FIRST NAME OFF INKJET AGAINST FIRST NAME IN DATABASE FILE.

### \_\_\_\_\_ **SUPERVISOR APPROVAL**

\_\_\_\_\_ SAMPLES INKJETED AND DISTRIBUTED. \_\_\_\_\_ QTY \_\_\_\_\_ FILE

\_\_\_\_\_ SEEDS QUALITY CHECK & COMPARED TO \_\_\_\_\_ QTY \_\_\_\_\_ FILE  
DUMPS

\_\_\_\_\_ MATERIAL, SEED, & SAMPLE FORMS FILLED OUT.

\_\_\_\_\_ ALL X-RECORDS HAVE BEEN PULLED & CHECKED.

\_\_\_\_\_ WASTE COUNT \_\_\_\_\_

\_\_\_\_\_ EXTRA MATERIAL MARKED AND PUT WITH LIVE JOB

_____ BEGINNING COUNT	_____ ENDING COUNT	_____
_____ BEGINNING COUNT	_____ ENDING COUNT	_____
_____ BEGINNING COUNT	_____ ENDING COUNT	_____

Stats File Name: \_\_\_\_\_

Sign-Off File: \_\_\_\_\_