



Custom Apparel Proof Approval Checklist

Review every garment, size, colour, word, artwork version, and print location before approving production.

Project identification

Project / organization	
Proof version	
Proof date	
Reviewer	
Needed-by date	

Garments and quantities

- ☐ Garment brand and style are correct.
- ☐ Every garment colour is correct.
- ☐ Youth, adult, and extended size quantities match the final order list.
- ☐ Personalization, names, numbers, departments, or roles match the supplied list.

Artwork and wording

- ☐ Spelling, punctuation, dates, phone numbers, websites, and names are correct.
- ☐ The correct logo and artwork version are shown.
- ☐ Artwork orientation and reading direction are correct.
- ☐ Artwork colours and garment contrast are approved.

Placement

- ☐ Front, back, left chest, left sleeve, and right sleeve are reviewed separately.
- ☐ Artwork is positioned correctly around pockets, seams, zippers, hoods, cuffs, and panels.
- ☐ Approximate print dimensions and visual proportions are approved.
- ☐ The design is acceptable across the full youth, adult, and extended size range.

Corrections required

Approval

- ☐ Approved as shown
- ☐ Approved after the listed corrections are made
- ☐ Not approved - a revised proof is required

Approver name	
Approval date	
Signature / written approval reference	

Approval confirms the visual proof and listed project details. Production begins only after the studio confirms the order requirements, payment, and production schedule.