

Screen Dept - Prepress workflow

Drag & drop sep files from TEAMS PrePress list to appropriate RIP folder.

Check quantity, shirt color, and ink colors. Determine if a top W is needed and determine mesh counts.

Notate Mesh counts in TEAMS on PrePress list

Delete any junk files left over from art dept. delete top white if needed

Send files to CTS

Print file to appropriate mesh count screen.

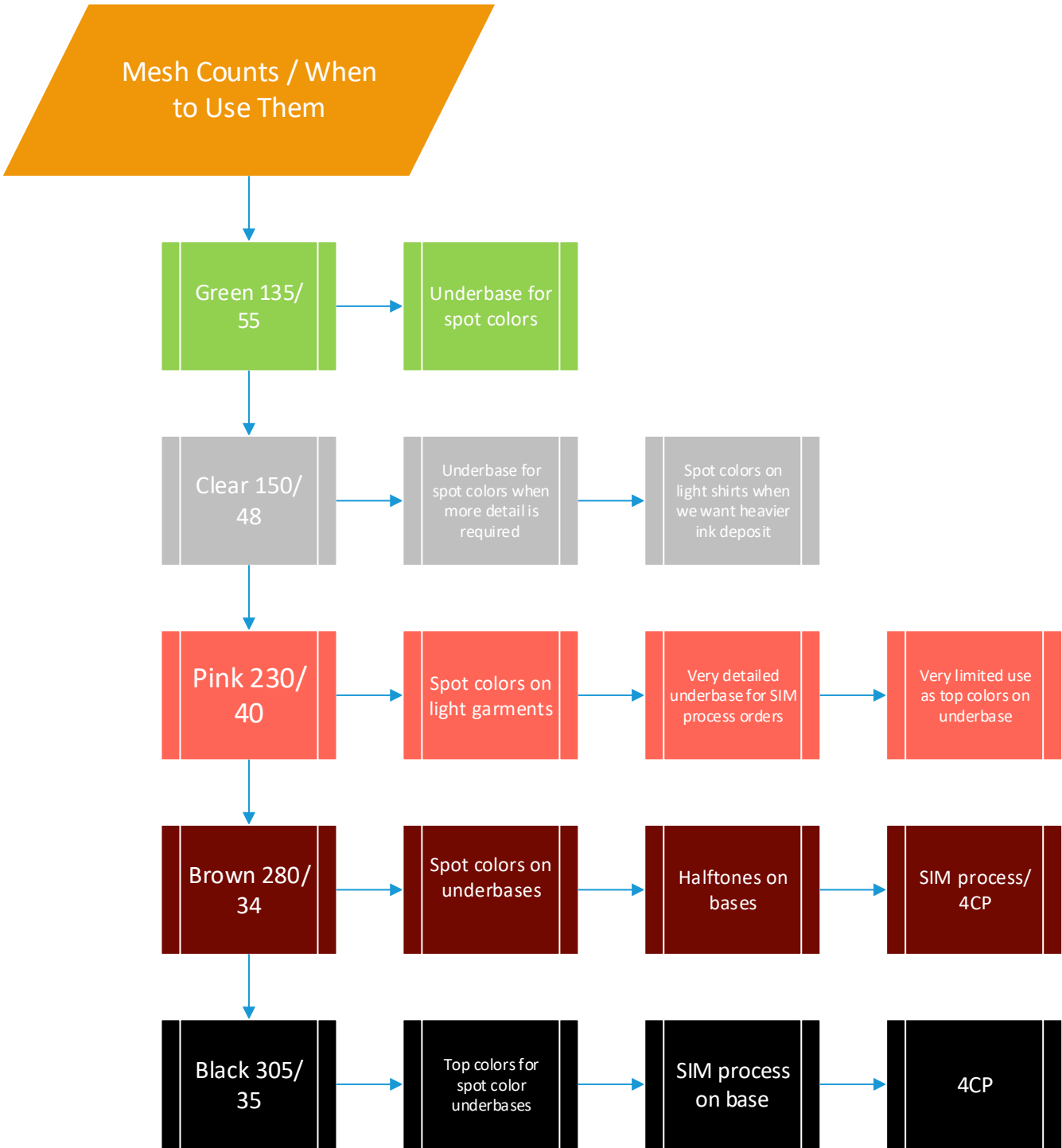
Inspect screen for quality. Organize on rack by job. separate pockets and L chest images to be ganged.

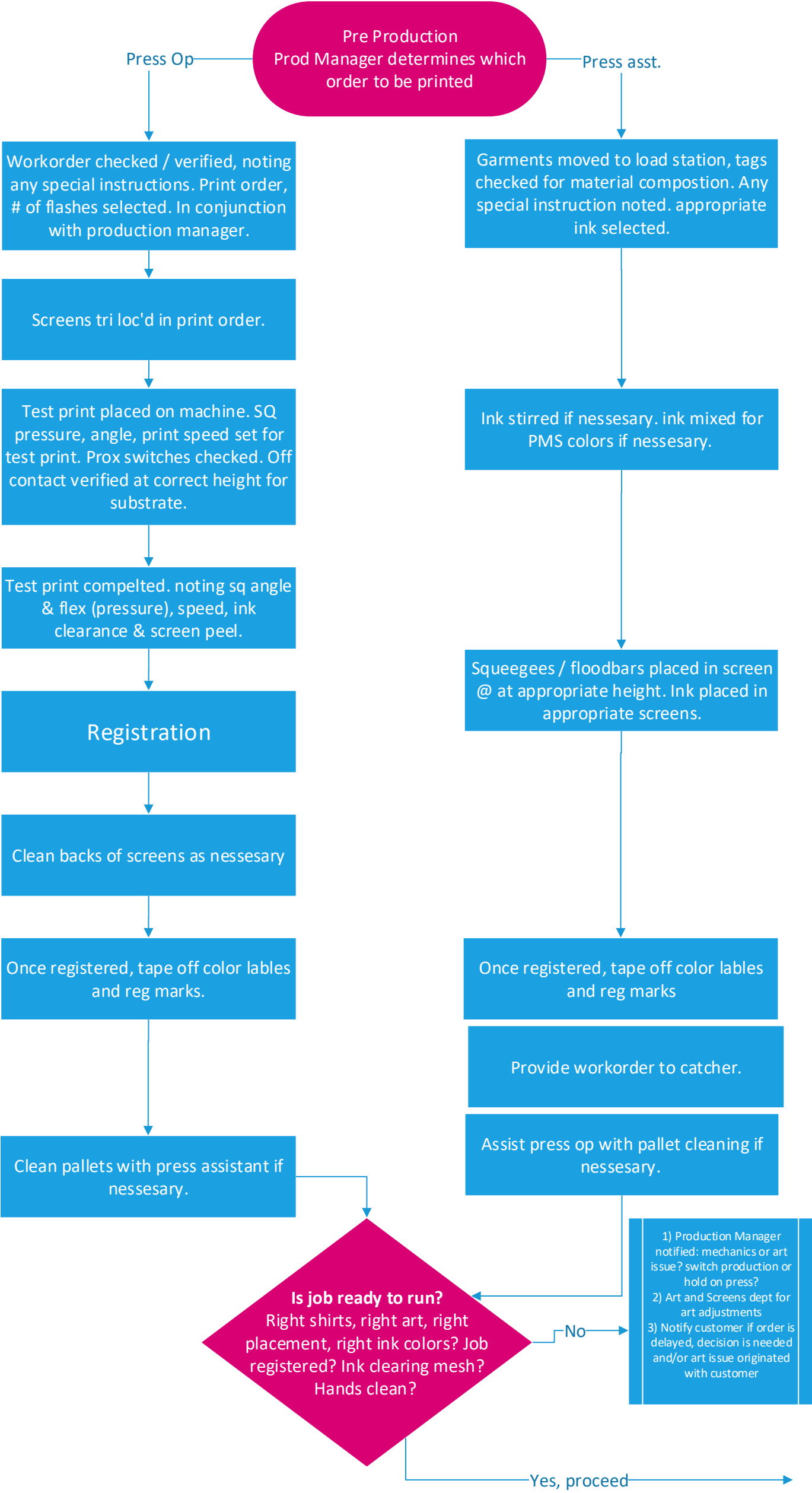
Expose screens

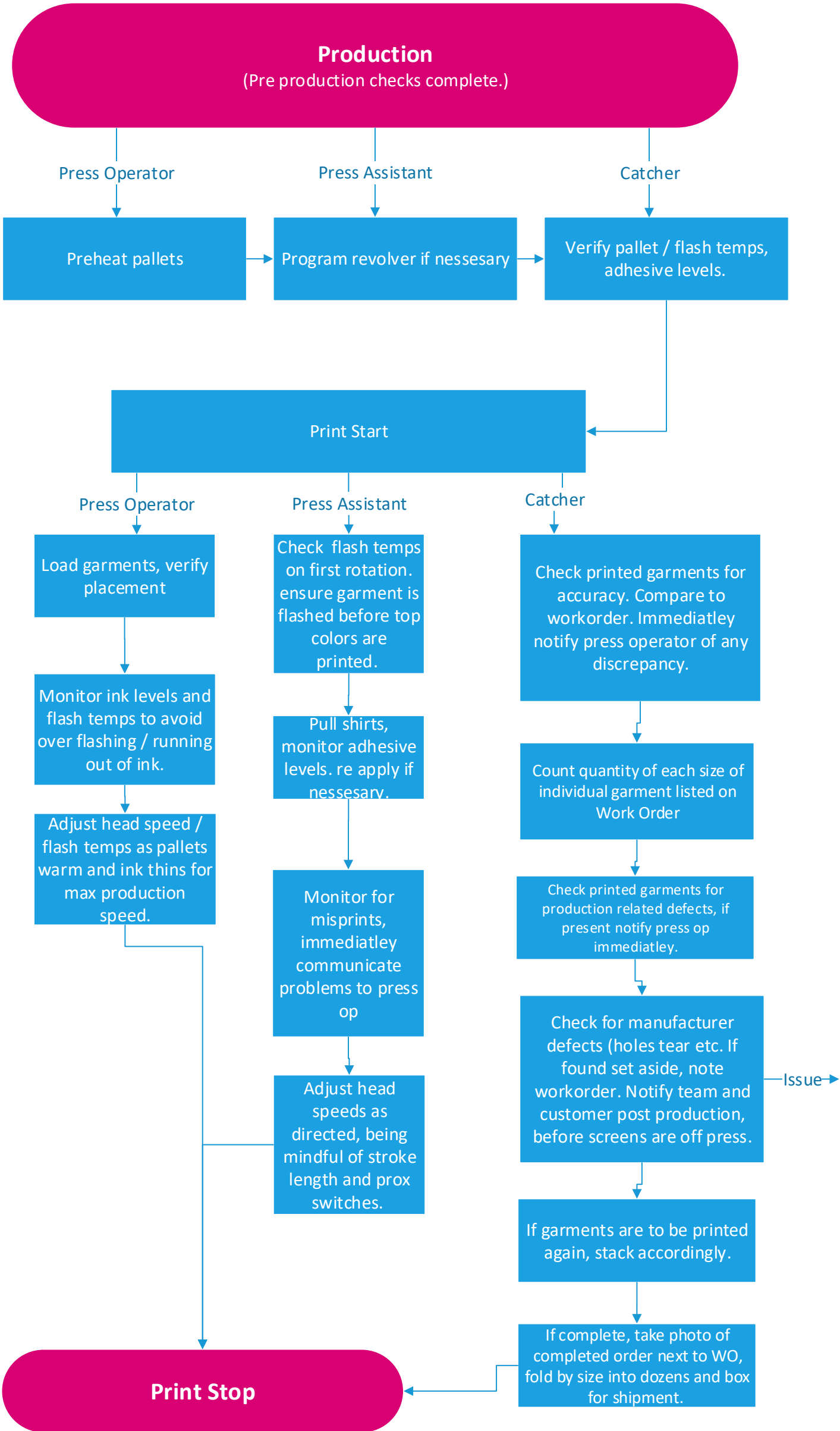
Transfer exposed screens to presoak tank. develop with pressure washer. dry horizontally & keep jobs together.

Check screens for pinholes, fisheyes, other issues. tape 3 sides for full size images. 4 sides for ganged images. tape reg marks (back of screens) for pockets & L chest images.

Once taped, return to rack. organized by job. job # facing out.







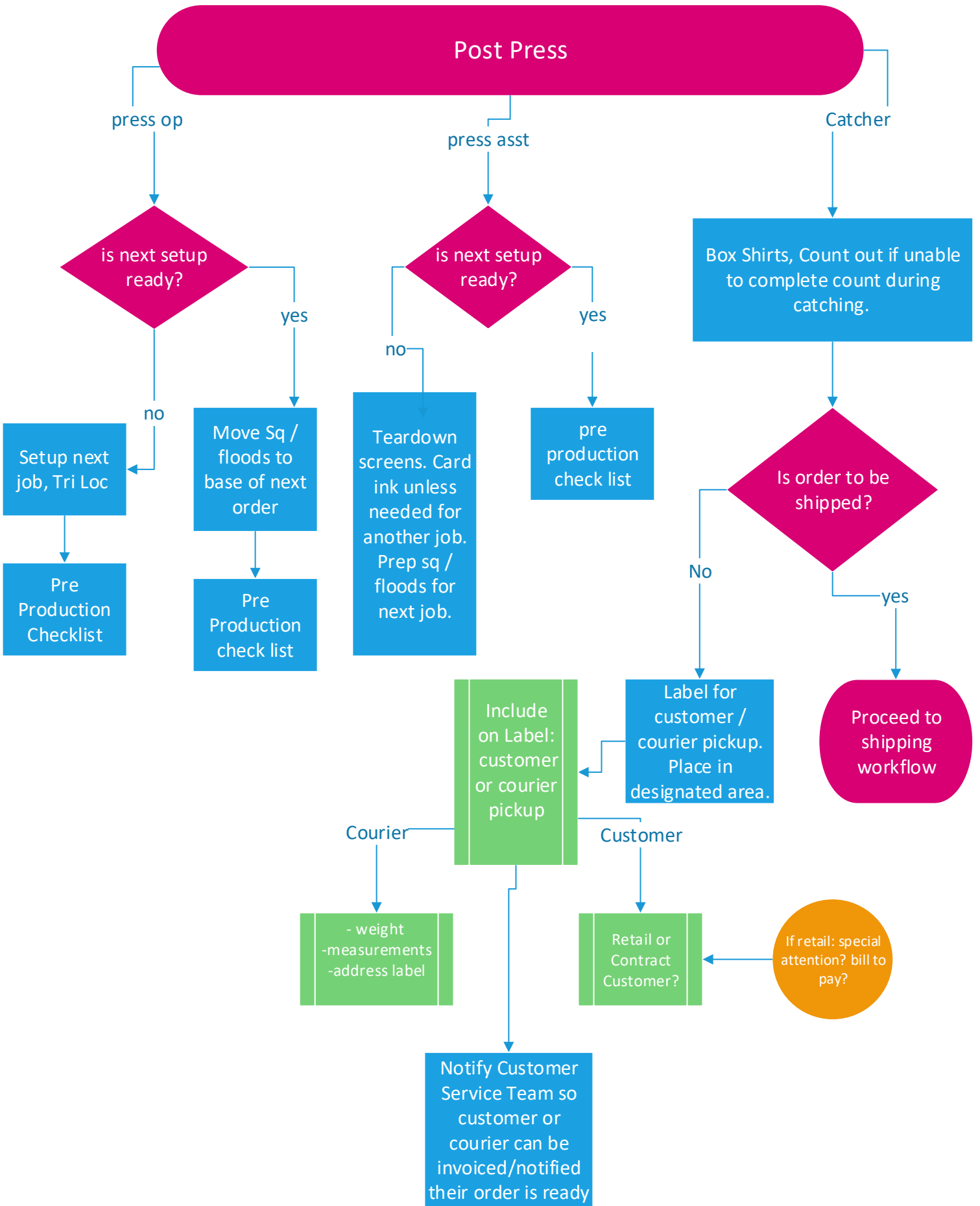
DAMAGE IN PRODUCTION PROTOCOL

Notify screen department & label any screens to be saved

Notify customer or the service rep

Be specific w/ sizes, quantities, and provide a photo of the damage

If something needs to be reordered who is responsible?



****BEFORE LEAVING FOR THE DAY/NIGHT PREP MATERIALS FOR NEXT DAY IN THE ORDER OF PRODUCTION TO MAKE STARTING UP FOR THE NEXT DAY EASIER****

SHIPPING INSTRUCTIONS

