



F.8.2.1.1 NEW ITEM MEETING RELEASE

REV.: E
DATE: 12/04/2025
OWNER: Quality Manager

CUSTOMER: _____ PART NUMBER: _____ REV: _____ DATE: _____

PRODUCT DESCRIPTION: _____ ITEM INDEX: _____ ☐ NEW ☐ REPEAT ☐ REVISED

OBSOLESCENCE REVIEW

Customer Service Samples Removed	Dispose Obsolete Material on Inventory	Platemaker Software Updated
<input type="checkbox"/> Y <input type="checkbox"/> N/A Initials _____	<input type="checkbox"/> Y <input type="checkbox"/> N/A Initials _____	<input type="checkbox"/> Y <input type="checkbox"/> N/A Initials _____

ITEM INFORMATION

Material	Caliper	Customer Specification
		<input type="checkbox"/> N/A <input type="checkbox"/> Y Spec: _____

PREPRESS

Artwork Submitted Date	Artwork Image included

DIE SHOP

Die Number	Die Dimensions	New Die?	Num. Up	One Up Image included
		<input type="checkbox"/> Y <input type="checkbox"/> N		

PRINTING

C	M	Y	K	PMS	PMS	PMS	Coating	Varnish	UV Inks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CUTTING

Layout Image included	Steel Counter	Blanker
	<input type="checkbox"/>	<input type="checkbox"/>

FINISHING

Window	Film Type	Glued	Flat Pack	Plastic Bag
<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Special packaging instructions:				

Corrugated Case Size	ECT	Quantity/ Case	Cases/ Pallet	Max weight/ Case	Max weight/ Pallet	Cases Ti	Cases /Hi

Special label instructions:

ATTENDANTS/ APPROVALS

SIGNATURE/ DATE	SIGNATURE/ DATE
SALES REPRESENTATIVE	DIE SHOP SUPERVISOR
PLANT MANAGER	PRINTING SUPERVISOR
CUSTOMER SERVICE MANAGER	CUTTING SUPERVISOR
QUALITY MANAGER	FINISHING SUPERVISOR
WAREHOUSE MANAGER	PRE-PRESS SUPERVISOR
COMMENTS	

☐ APPROVED ☐ TO BE UPDATED