



## 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