



F.8.2.1.1 NEW ITEM MEETING RELEASE

REV.: D
DATE: 09/19/2024
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
☐ Y ☐ N/A Initials _____	☐ Y ☐ N/A Initials _____	☐ Y ☐ N/A Initials _____

PREPRESS

Artwork Submitted Date	Artwork Image included

DIE SHOP

Die Number	Die Dimensions	New Die?	Num. Up	One Up Image included
		☐ Y ☐ N		

PRINTING

C	M	Y	K	PMS	PMS	PMS	Coating	Varnish	UV Inks
☐	☐	☐	☐				☐	☐	☐

CUTTING

Layout Image included	Steel Counter	Blanker
	☐	☐

FINISHING

Window	Film Type	Glued	Flat Pack	Plastic Bag			
☐ Y ☐ N		☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ 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:							

SHIPPING

☐ LTL	Ship to Address	Pick Up
☐ FTL		

SALES

Lead Time Agreed with customer

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