

Same total. Different shirts.

Check a revised group shirt order before preparing garments or packing. Work from the latest approved order and keep the earlier version.

Job / order: _____ **Revision date:** _____
Earlier file: _____ **Current file:** _____

- ☐ **Keep the two versions identifiable.**
 Save the earlier file. Name the current revision clearly. Keep each unchanged order-line ID stable when sorting or editing.
- ☐ **List changed, added and removed lines.**
 Check size, quantity, color, fit, style and personalization. A size swap can leave the total unchanged. Record cancellations explicitly.
- ☐ **Recount each garment variant.**
 Keep Adult and Youth separate. Total each style + fit + size + color. Compare the current breakdown with what you already prepared.
- ☐ **Reconcile every packing order.**
 Check each customer/order group against the current revision. Add the packing-group totals: they must equal the garment total.
- ☐ **Confirm the checks outside the spreadsheet.**
 Verify customer approval, artwork, stock, personalization and delivery instructions separately. This worksheet does not approve production.
- ☐ **Replace stale working copies.**
 Use the reviewed current revision for counts and packing. Mark older working copies superseded; preserve the original records.

CURRENT GARMENTS: _____ **PACKING TOTAL:** _____

Reviewed by: _____ Date: _____

Free worked example + CSV format check

outlineconvert.com/guides/shirt-order-revision-checklist

Optional Group Order Check version 1: \$29 once. Supplied CSV columns required.

Manual checklist, not customer approval or an automated artwork / stock check. | 2026-10-21