Blank Tumbler Inspection Checklist

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Order ref.		Delivery date	
Model and colour		Cartons received / on packing list	
Units checked		Checked by	

Before opening the cartons

	Check	Notes
☐	Cartons counted against the packing list	
☐	Crushed, torn or wet cartons photographed before opening	
☐	Model, colour and quantity on carton labels match the order	

Six checks on units from several cartons

	Check	How	Report it if	OK / units affected
☐	1. Body	Roll under a light; feel rim and base	Dents, deep scratches, sharp edges, base rocks	
☐	2. Coating coverage	Look along the body at an angle	Bare metal, specks, runs, bubbles, peeling	
☐	3. Colour	Stand next to the reference unit from the last batch	Clearly different from the approved sample	
☐	4. Lid and seal	Fit lid, check seal ring; turn over with water only if the lid is sold as leakproof	Missing or twisted seal, loose lid, leakproof lid leaks	
☐	5. Insulation	Hot tap water, close, wait 5-10 min, feel middle of body (not rim)	Body clearly warm all round vs a good unit (vacuum lost)	
☐	6. Straw and parts	Count against the order	Short counts, straws that do not fit	

Extra check by blank type

	Blank type	Extra check
☐	Sublimation-coated	Press two or three test units from each new batch before the run
☐	Powder-coated	Engrave two or three test units; check the coat is even where the logo goes
☐	Spray-painted	Engrave or print two or three test units; check gloss against the reference
☐	Bare stainless steel	Screen printing or laser marking only; do not plan UV printing

If something is wrong, send: order reference and delivery date; units affected, units checked and total received; daylight photos next to your reference unit plus close-ups; carton photos taken before opening; your test-print log lines for that batch. Set affected units aside rather than decorating them.

Test-Print Log

One line per test unit, including tests that failed. Settings: time, temperature and pressure for a heat press; power, speed and passes for a laser.

Date	Order ref.	Model and colour	Method and machine	Settings	Result	Signed off

Keep one unit from every batch, labelled with the order reference and date, as your reference for shade, feel and print settings.