

# QC Scorecard

<34 Below Avg. (Needs Training) | 35-44 Average. | 45+ Above Avg.

## order info:

Number of WF Bags on Ticket: \_\_\_\_\_ Number of Inner Plastic Bags: \_\_\_\_\_  
Customer Name: \_\_\_\_\_ Folder(s): \_\_\_\_\_  
Notes & Preferences: \_\_\_\_\_  
Date of QC check: \_\_\_\_\_

## quality measurements:

Folding Quality: 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10

How was the integrity of the folding?

Inner Bag Balance: 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10

How close was the packaging to drawer-ready?

Inner Bag Tightness: 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10

Are the inner bags packed and sealed for safe transport?

How much was repackaged at QC?: 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10

10 = none, 5=some, 1=all

Steam Quality & Balance: 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10

Are there visible wrinkled items? Is it balanced?

**quality measurements subtotal:** \_\_\_\_\_

## bonus points:

1. Order notes and customer preferences were:

applied in full (+1)

applied partially (0)

not applied (-3)

2. Marketing printout inside inner bag was:

included (+0.5)

loose in bag (0)

not included (-1)

3. Minus 5 points for any collars, dresses, or blouses folded: \_\_\_\_\_

4. Plus 1 point for all orders equal to or larger than two XL Bags: \_\_\_\_\_

**bonus points subtotal:** \_\_\_\_\_

## additional notes:

**total QC score:** \_\_\_\_\_