# Custom order requirements sheet

Avoid rework by confirming personalization details before production.

## Three steps

1. Record specifications
2. Send a clear proof
3. Record approval and date

## A worked example

| | |
|---|---|
| **Order** | 103 |
| **Requested variation** | Blue label |
| **Proof status** | Sent |
| **Due date** | Friday |
| **Approved** | Pending |

**Do not produce the custom variation until confirmed.**

Protect customer personal details.

# Custom order requirements sheet

Use one row per item or decision. Start with what you know.

| Order | Requested variation | Proof status | Due date | Approved |
|---|---|---|---|---|
| | | | | |
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## My next action / when