

BEFORE YOU PASTE

Shopify Order Printer preflight checklist

Use this page to protect the existing setup and prepare a representative fictional order before changing a template.

PROTECT THE CURRENT STATE

- ☐ Duplicate or copy the current template code into a dated rollback file.
- ☐ Create the replacement as a separate template with a clear name.
- ☐ Leave Print by default off until the new version passes review.

PREPARE THE TEST ORDER

- ☐ Use fictional or approved test data - never expose customer information in screenshots.
- ☐ Include long product names, variants, SKUs, discounts and multiple quantities.
- ☐ Include a long address and enough items to create a second printed page.

CONFIRM THE DOCUMENT RULES

- ☐ Choose Letter or A4 and use the same paper size throughout the set.
- ☐ Confirm which documents should omit prices, tax and payment details.
- ☐ Verify contact details, return wording and customer-facing instructions.

AFTER YOU PASTE

Shopify Order Printer print and release checklist

A browser preview is only the first check. Save a PDF and review the output exactly as a customer or fulfilment team will receive it.

PREVIEW EVERY DOCUMENT

- ☐ Confirm the logo, accent colour, typography and spacing match across the set.
- ☐ Check line-item wrapping, totals alignment and page-break behavior.
- ☐ Confirm the packing slip, gift receipt and return form reveal only intended information.

RUN THE PHYSICAL-OUTPUT TEST

- ☐ Print or save as PDF with browser headers and footers disabled.
- ☐ Enable background graphics only when the design depends on them.
- ☐ Inspect every page at normal scale and on the printer used by the operation.

RELEASE DELIBERATELY

- ☐ Have an authorized store user review the final wording and test output.
- ☐ Enable the template only after the rollback and approved version are clearly labelled.
- ☐ Repeat the test after meaningful Shopify, browser or template changes.