# Production Order Form

| | | | |
|---|---|---|---|
| **Production Order No.** | | **Date** | |
| **Product Name** | | **Batch/Job No.** | |
| **Quantity** | | **Due Date** | |
| **Supervisor** | | **Department** | |

## Section 1: Material List

| Material Code | Description | Unit | Required Qty | Available Qty | Unit Cost | Total Cost |
|---|---|---|---|---|---|---|
| | | | | | | |

## Section 2: Cost Analysis

| Cost Category | Description | Estimated Cost | Actual Cost |
|---|---|---|---|
| Materials | | | |
| Labor | | | |
| Overhead | | | |
| **Total** | | | |

## Section 3: Approval & Notes

| | | | |
|---|---|---|---|
| **Prepared By** | | **Date** | |
| **Approved By** | | **Date** | |
| **Notes** | | | |

Submit