

Production Order Form Sample

A **production order form sample** is a crucial document that outlines the details of manufacturing requests, including the delivery date for timely product completion. This form helps streamline communication between production teams and ensures that all specifications and deadlines are clearly recorded. Utilizing such a sample enhances efficiency and accuracy in the production process.

Production Order Details

Production Order No.	PO-2024-001
Date Issued	2024-06-15
Requested By	James Carter
Department	Sales
Delivery Date	2024-07-05

Product Specifications

Item Code	PRD-3467
Product Name	Steel Widget 2000
Quantity	1,200 units
Specifications	Blue anodized finish, packed 100 per carton

Approvals

Production Manager	Linda Avery
Date	2024-06-16
Signature	<hr/>

Note: Please ensure all information is accurate before commencing production. Notify the manager immediately in case of discrepancies or issues in meeting the delivery date.