

Production Order Form

Job Tracking Number	JT-2024-00123	Date	2024-07-02
Client Name	Acme Manufacturing Co.	Contact	John Doe (555) 123-4567
Order Number	PO-7766	Due Date	2024-07-10

Job Description

Product/Item	Specification	Quantity	Unit
Widget A	Color: Blue, Size: Medium	500	pcs
Widget B	Color: Red, Size: Large	200	pcs

Process Tracking

Step	Assigned To	Status	Date Started	Date Completed
Material Preparation	Maria S.	Completed	2024-07-02	2024-07-03
Assembly	Tom N.	In Progress	2024-07-03	--
Quality Check	Linda F.	Pending	--	--

Remarks / Notes

Ensure all components used meet quality standards. Notify supervisor upon assembly completion for prompt quality check.

Authorized By

Name	
Signature	
Date	