

# Production Order Form

**Order Number:** e.g. PRO-2024-001

**Date Issued:**

**Requested by Department:** e.g. Sales, Customer Service

**Contact Person:** Full Name

**Due Date:**

**Order Notes / Special Instructions:**

Specify urgent items, custom requests, etc.

## Item Details

#	Item Code	Item Description	Quantity	Unit	Specifications	Remarks
1	ITEM-001	Glossy Poster A3	500	Pcs	Full color, 130gsm, Double-sided	Top priority
2	ITEM-002	Custom Brochure	300	Pcs	Tri-fold, 200gsm, Matte finish	Include company logo

**Approved by:** Manager's Name

**Date Approved:**