

Production Order Form

Order Number:

Date Issued:

Requested by
Department:

Contact Person:

Due Date:

Order Notes / Special Instructions:

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:

Date Approved: