

Production Job Request Form

Request Information

Request Date	<input type="text"/>
Requested By	<input type="text" value="Name"/>
Department	<input type="text" value="Department"/>
Job Number	<input type="text" value="e.g., PRJ-00125"/>

Production Details

Product Name	<input type="text" value="Product Name"/>
Product Code	<input type="text" value="e.g., PCS-102"/>
Quantity	<input type="text"/>
Due Date	<input type="text"/>

Specification & Instructions

Specification / Drawing Reference	<input type="text" value="Attach reference, drawing"/>
Process Instructions	<input type="text" value="Special process, machine"/>

Approval

Approved By	<input type="text" value="Supervisor/Manager Name"/>
Approval Date	<input type="text"/>