

Production Job Request Form

Request Information

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

Production Details

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

Specification & Instructions

Specification / Drawing Reference	<input type="text"/> Attach reference, drawing
Process Instructions	<input type="text"/> Special process, machine
Approved By	<input type="text"/> Supervisor/Manager Name
Approval Date	<input type="text"/>