

Manufacturing Task Assignment Order

Order No.

Date Issued

Due Date

Task Details

Task Name / ID	Description	Assigned To	Quantity	Unit	Deadline
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Priority

☐ High ☐ Medium ☐ Low

Department

Reference

Instructions / Notes

Prepared by

Name: _____

Date: _____

Approved by

Name: _____

Date: _____

Received by

Name: _____

Date: _____