

# 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: \_\_\_\_\_