

# Production Order Planning Template

## General Information

Production Order #

Order Date

Customer

Due Date

## Product Details

Product Code	Product Name	Quantity	Unit	Specification / Notes

## Materials Required

Material Code	Material Name	Required Qty	Unit	Stock On Hand	Remarks

## Production Schedule

Process Step	Start Date	End Date	Responsible Department	Remarks

## Additional Notes

## Approvals

Prepared By

Approved By

Approval Date