

Production Order Planning Template

General Information

Production Order #

Order Date

Customer

Due Date

Product Details

Product Code	Product Name	Quantity	Unit	Specification / Notes
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

Materials Required

Material Code	Material Name	Required Qty	Unit	Stock On Hand	Remarks
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

Production Schedule

Process Step	Start Date	End Date	Responsible Department	Remarks
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

Additional Notes

Approvals

Prepared By

Approved By

Approval Date