WORK ORDER

Work order no.		**Customer**	
Sales order no.		**Due date**	
Part no.		**Part name**	
Material		**Quantity**	
Drawing / rev.		**Prepared by**	

Step	Operation	Machine / station	Setup (min)	Time per piece (min)	Planned time (min)	Start	End	Actual time (min)	Operator	Good	Scrap	Sign-off
				Total (min)								
				Total (hours)								

Planned time = Setup + Quantity × Time per piece. Actual time = End - Start, in minutes. The operator fills in the start and end time and the good and scrap counts.