

# Production Sheet

This sheet must be filled in each time the job is touched from Recieving through Shipping

|   |                  |               |           |               |                           |                |
|---|------------------|---------------|-----------|---------------|---------------------------|----------------|
| Job #   | Job Name         |               | Date Rec. | Date Due      |                           |                |
| Customer  |                  |               |           |               |                           |                |
| Do we have all thread colors?                           |                  | Date Ordered  |           | Date Received |                           |                |
| Do we have backing? Solvey?                             |                  | Date Ordered  |           | Date Received |                           |                |
| Do we have all of customers goods?                      |                  | Expected Date |           | Date Received |                           |                |
| Quantity  | Desc.Cust. goods |               |           |               |                           |                |
| Quantity  | Desc.Cust. goods |               |           |               |                           |                |
| 1. Design setup   | Date In          | Start time    | Stop Time | Date out      | Problems/errors - explain | Oper.Signature |
| Drawing   |                  |               |           |               |                           |                |
| Computer time   |                  |               |           |               |                           |                |
| Run off time  |                  |               |           |               |                           |                |
| 2. Planning   |                  |               |           |               |                           |                |
| 3. Set-up (Machine) Threading, changing bobbins, frames |                  |               |           |               |                           |                |
| Cut backing &/or solvey                                 |                  |               |           |               |                           |                |
| Unpacking & unfolding                                   |                  |               |           |               |                           |                |
| Winding thread  |                  |               |           |               |                           |                |
| 4. Tapeing or Marking                                   |                  |               |           |               |                           |                |
| Hooping   |                  |               |           |               |                           |                |
| 5. Machine Time   | Sample Run       |               |           |               |                           |                |
|   | Run 1            |               |           |               |                           |                |
|   | Run 2            |               |           |               |                           |                |
| Stitch Count  | Run 3            |               |           |               |                           |                |
|   | Run 4            |               |           |               |                           |                |
|   | Run 5            |               |           |               |                           |                |
| Number of Colors  | Run 6            |               |           |               |                           |                |
|   | Run 7            |               |           |               |                           |                |
|   | Run 8            |               |           |               |                           |                |
| Applique?   | Run 9            |               |           |               |                           |                |
|   | Run 10           |               |           |               |                           |                |
| How Many?   | Run 11           |               |           |               |                           |                |
| Downtime ea run for placement in minutes                | Run 12           |               |           |               |                           |                |
|   | Run 13           |               |           |               |                           |                |
|   | Run 14           |               |           |               |                           |                |
| 6. Triming & Steaming                                   |                  |               |           |               |                           |                |
| Repairs   |                  |               |           |               |                           |                |
| 7. Folding & packing-Circle one                         |                  |               |           |               |                           |                |
| 1            3            6                             |                  |               |           |               |                           |                |
| 9            12   |                  |               |           |               |                           |                |
| 8. Shipping   |                  |               |           |               |                           |                |
| Total Bad pieces  |                  |               |           |               | Total Job Time            |                |

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| Continued from Page 1 |        | Job #   |            | Job Name  |          |                           |                 |
|-----------------------|--------|---------|------------|-----------|----------|---------------------------|-----------------|
| 5. Machine Time       |        | Date In | Start time | Stop Time | Date out | Problems/errors - explain | Oper. Signature |
|                       | Run 15 |         |            |           |          |                           |                 |
|                       | Run 16 |         |            |           |          |                           |                 |
|                       | Run 17 |         |            |           |          |                           |                 |
|                       | Run 18 |         |            |           |          |                           |                 |
|                       | Run 19 |         |            |           |          |                           |                 |
|                       | Run 20 |         |            |           |          |                           |                 |
|                       | Run 21 |         |            |           |          |                           |                 |
|                       | Run 22 |         |            |           |          |                           |                 |
|                       | Run 23 |         |            |           |          |                           |                 |
|                       | Run 24 |         |            |           |          |                           |                 |
|                       | Run 25 |         |            |           |          |                           |                 |
|                       | Run 26 |         |            |           |          |                           |                 |
|                       | Run 27 |         |            |           |          |                           |                 |
|                       | Run 28 |         |            |           |          |                           |                 |
|                       | Run 29 |         |            |           |          |                           |                 |
|                       | Run 30 |         |            |           |          |                           |                 |
|                       | Run 31 |         |            |           |          |                           |                 |
|                       | Run 32 |         |            |           |          |                           |                 |
|                       | Run 33 |         |            |           |          |                           |                 |
|                       | Run 35 |         |            |           |          |                           |                 |
|                       | Run 36 |         |            |           |          |                           |                 |
|                       | Run 37 |         |            |           |          |                           |                 |
|                       | Run 38 |         |            |           |          |                           |                 |
|                       | Run 39 |         |            |           |          |                           |                 |
|                       | Run 40 |         |            |           |          |                           |                 |
|                       | Run 41 |         |            |           |          |                           |                 |
|                       | Run 42 |         |            |           |          |                           |                 |
|                       | Run 43 |         |            |           |          |                           |                 |
|                       | Run 44 |         |            |           |          |                           |                 |
|                       | Run 45 |         |            |           |          |                           |                 |
|                       | Run 46 |         |            |           |          |                           |                 |
|                       | Run 47 |         |            |           |          |                           |                 |
|                       | Run 48 |         |            |           |          |                           |                 |
|                       | Run 49 |         |            |           |          |                           |                 |
|                       | Run 50 |         |            |           |          |                           |                 |
|                       | Run 51 |         |            |           |          |                           |                 |
|                       | Run 52 |         |            |           |          |                           |                 |
|                       | Run 53 |         |            |           |          |                           |                 |
|                       | Run 54 |         |            |           |          |                           |                 |
|                       | Run 55 |         |            |           |          |                           |                 |
|                       | Run 56 |         |            |           |          |                           |                 |
|                       | Run 57 |         |            |           |          |                           |                 |
|                       | Run 58 |         |            |           |          |                           |                 |
|                       | Run 59 |         |            |           |          |                           |                 |
|                       | Run 60 |         |            |           |          |                           |                 |

If there were any additional problems with this job please note it here.

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