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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **生產成本預算表** | | | | | | | | | |
| **填寫日期\*：** | | | | | | | | | |
| **填寫人\*** | |  | | | **填寫部門\*** | |  | | |
| **商品名稱\*** | |  | | | **預計生產日期\*** | |  | | |
| **項次** | **品名規格** | | **數量** | **單位** | **原料成本** | **人工成本** | | **製造費用** | **合計** |
| 1 |  | |  |  |  |  | |  |  |
| 2 |  | |  |  |  |  | |  |  |
| 3 |  | |  |  |  |  | |  |  |
| 4 |  | |  |  |  |  | |  |  |
| 5 |  | |  |  |  |  | |  |  |
| 6 |  | |  |  |  |  | |  |  |
| 7 |  | |  |  |  |  | |  |  |
| **總計** | | | | | | | | |  |
| **備註** |  | | | | | | | | |

【備註事項】

1. 此單紅色星號為必填欄位，請務必照實填寫。
2. 此單請申請人填完後簽名，並交由申請人主管核准簽名，最後由生產負責人簽名，即完成表單申請。

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| 生產負責人： | 部門主管： | 申請人： |