|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **生產派工單** | | | | | | | |
| **填寫日期\*：** | | | | | | | |
| **申請人\*** | |  | | **所屬部門\*** | |  | |
| **客戶** | |  | | | | | |
| **產品名稱** | |  | | **產品規格** | |  | |
| **產品編號** | |  | | **訂單數量** | |  | |
| **生產數量** | |  | | **包裝要求** | |  | |
| **材料類別** |  | | **材料規格** |  | **需用材料數量** | |  |
| **生產機床號** |  | | **調機員** |  | **計畫開始日期** | |  |
| **準備工時** |  | | **單件工時** |  | **合計總工時** | |  |
| **工時定額數量** |  | | **工序名稱** |  | **計畫完成時間** | |  |
| **品質要求與重點** | |  | | | | | |
| **加工人員** | |  | | | | | |
| **加工內容** | |  | | | | | |
| **加工時間** | |  | | | | | |
| **驗收人員簽名** | |  | | **生產經理簽名** | |  | |
| **申請人主管簽名** | |  | |  | |  | |
| **備註事項** | |  | | | | | |