|  |  |  |  |
| --- | --- | --- | --- |
| **Production Job Brief** | **Production Start Date**  [ProjectStartDate]  **Production Due Date**  [ProjectDueDate]  **Production Number**  [ProjectNumber] |  | |
| **[ProjectName]**  **Production Manager**  [ProjectManager] |  | **[BusinessLegalName]**  [BusinessAddress]  [BusinessTaxNumber] |

[ProjectDescription]

**Output**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Product** | | | **Unit Cost** | **Forecast Output** | **Actual Output** |
| [OutputSKU] | [OutputName] | [OutputDescription] | [OutputUnitCost] | [OutputForecastQuantity] | [OutputActualQuantity] |

**Labour**

|  |  |  |
| --- | --- | --- |
| **Task** | | **Quantity** |
| [TaskName] | [TaskDescription] | [TaskQuantity] |

**Parts**

|  |  |  |  |
| --- | --- | --- | --- |
| **Product** | | | **Quantity** |
| [ProductSKU] | [ProductName] | [ProductDescription] | [ProductQuantity] |

**Notes:**