|  |  |  |
| --- | --- | --- |
| **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:**