|  |  |  |
| --- | --- | --- |
| **Production Summary** | **Production Start Date**[ProjectStartDate]**Production Due Date**[ProjectDueDate]**Project Number**[ProjectNumber]**Purchase Order**[ClientPurchaseOrder] |  |
| **[ProjectName]****Project Manager**[ProjectManager] |  | **[BusinessLegalName]**[BusinessAddress][BusinessTaxNumber] |
| [ProjectDescription] |

**Production Output**

|  |  |  |  |
| --- | --- | --- | --- |
| **Products** | **Qty Forecast** | **Qty Actual** | **Unit Cost** |
| [OutputSKU] | [OutputName] | [OutputDescription] | [OutputForecastQuantity] | [OutputActualQuantity] | [OutputUnitCost] |

**Components Used**

**Labour**

|  |  |  |  |
| --- | --- | --- | --- |
| **Tasks**  | **Qty Forecast** | **Qty Actual** | **Qty Remaining** |
| [TaskName] | [TaskDescription] | [TaskQuantity] | [TaskQuantityActual] | [TaskQuantityRemaining] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Total Time** | **[ProjectTotalForecastTime]** | **[ProjectTotalActualTime]** |  |

 **Timesheets**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work Date** | **Employee** | **Task** | **Length** | **Billable Length** |
| [TSDate] | [StaffName] | [TSTask] | [TSLength] | [TSBillableLength] |

**Costs**

|  |  |
| --- | --- |
| **Products** | **Qty Forecast** |
| [ProductSKU]  | [ProductName] | [ProductQuantity] |

 **Stock Usage**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Product** | **Employee** | **Qty Used** | **Unit Cost** | **Total Cost** |
| [UsageDate] | [ProductSKU] [ProductName] | [UserFullName] | [UsageQuantity] | [UsageUnitCost] | [UsageTotalCost] |

**Purchases**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Number** | **Description** | **Supplier** | **Total Cost** |
| [POSummaryIssueDate] | [POSummaryNumber] | [POSummaryDescription] | [POSummarySupplierName] | [POSummaryTotal] |

**Financial Summary**

|  |  |
| --- | --- |
|  | **Costs** |
|  | **Forecast** | **Actual** |
| **Labour** | [ProjectTasksForecastCost] | [ProjectTasksActualCost] |
| **Products** | [ProjectProductsForecastCost] | [ProjectProductsActualCost] |
| **Disbursements** |  | [ProjectPurchasesTotal] |
| **Credits** |  | [ProjectTotalSupplierCredits] |
| **Project Totals** | **[ProjectTotalForecastCost]** | **[ProjectTotalActualCost]** |