

Food Processing Work Order

(Blank Sample Document)

Document No: _____

Date: _____

1. Customer & Product Details

Customer Name	_____	Order No.	_____
Product Name	_____	Batch/Lot No.	_____
Quantity	_____	Unit	_____
Required By (Date)	_____	Packing Size	_____

2. Processing Instructions

Step / Operation	Instructions / Specifications
1. _____	_____
2. _____	_____
3. _____	_____

3. Raw Materials Used

Material Name	Specification	Quantity	Unit
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Special Notes / Remarks

Prepared By

Checked By

Approved By