P R O D U C T

P L A N N I N G

MONTH	SALES GOAL ($)	= # OF PRODUCTS	STOCK TOTAL	REQ. HOURS

PRODUCT		QTY	APPROX. COST	REQUIRED HOURS	REVENUE
	TOTALS				

IN STOCK?	MATERIALS REQUIRED	COST (IF PURCHASING)
☐		
☐		
☐		
☐		
☐		
☐		
☐		
	TOTAL	

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☐		
☐		
☐		
☐		
☐		
☐		
	TOTAL	

PRODUCTION

MONTH		TOTAL # OF ITEMS TO MAKE		REQUIRED HOURS	

M		AVAILABLE HOURS
T		
W		STOCK GOAL
T		
F		
S		STOCK CREATED
S		

M		AVAILABLE HOURS
T		
W		STOCK GOAL
T		
F		
S		STOCK CREATED
S		

M		AVAILABLE HOURS
T		
W		STOCK GOAL
T		
F		
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S		

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T		
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S		

M		AVAILABLE HOURS
T		
W		STOCK GOAL
T		
F		
S		STOCK CREATED
S		

TOTAL HOURS WORKED		TOTAL STOCK COMPLETED		REVENUE TOTAL	

PRODUCTION

MONTH		TOTAL # OF ITEMS TO MAKE		REQUIRED HOURS	

M		AVAILABLE HOURS
T		
W		STOCK GOAL
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T		
W		STOCK GOAL
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W		STOCK GOAL
T		
F		
S		STOCK CREATED
S		

M		AVAILABLE HOURS
T		
W		STOCK GOAL
T		
F		
S		STOCK CREATED
S		

TOTAL HOURS WORKED		TOTAL STOCK COMPLETED		REVENUE TOTAL	

CUSTOM ORDERS

ORDER DATE	PRODUCT		QTY	PRICE
CUSTOMER INFORMATION				SHIPPING COST
				TRACKING NUMBER
				TOTAL
DEADLINE		☐ COMPLETED	☐ SHIPPED	

ORDER DATE	PRODUCT		QTY	PRICE
CUSTOMER INFORMATION				SHIPPING COST
				TRACKING NUMBER
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CUSTOMER INFORMATION			SHIPPING COST
			TRACKING NUMBER
			TOTAL

DEADLINE		☐ COMPLETED	☐ SHIPPED	

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CUSTOMER INFORMATION			SHIPPING COST
			TRACKING NUMBER
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CUSTOMER INFORMATION			SHIPPING COST
			TRACKING NUMBER
			TOTAL

DEADLINE		☐ COMPLETED	☐ SHIPPED	