

CLIENT DATA			Reference nrs.			
Name:			Job/Ref Nr:			
Address:			Order nr.			
			Order date			
Attn: /		Phone: /	Requisition Nr:			
Fax: /		E-Mail: /	Requisition rev.			
Copies to: /			Report No.			
SUPPLIER / SUBSUPPLIER DATA			EXPEDITING INFORMATION			
Name:			Type of Action:	<input type="checkbox"/> Visit <input type="checkbox"/> Phone <input type="checkbox"/>		
Address:			Date of Action:			
			Date of Previous Action:			
Supplier Job No:			Date of Next Sched' Action:			
Location:			P. O.	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete		
Primary Contact:			Status:			
Phone:		Fax:	Materials/Items Expedited:			
e-mail						
Sub supplier:						
Sub-supplier Job No:						
Location:						
Primary Contact:						
Phone:		Fax:				
e-mail		Visit Required: <input type="checkbox"/> Yes <input type="checkbox"/> No				
DELIVERY STATUS						
Order Delivery Point		Order delivery date:		Supplier promised date:		Expeditor forecast delivery date:
<input type="checkbox"/> Ex-work at Supplier workshop						
REASON OF DELAY:						
Action Needed to Improve Schedules: <input type="checkbox"/> Yes <input type="checkbox"/> No						
Progress of main activities						
Activity	Percentage %		Scheduled starting	Actual starting	Scheduled complet.	Actual completion
	Schedul	Actual	date	date	date	date
Engineering						
Material (S/order placed)						
Manufacturing & Inspection						
Release Note						

1.0 SCOPE

2.0 ATTENDEES

3.0 ENGINEERING & DRAWING STATUS (INCLUDING Q.C. DOCUMENTATION)

4.0 SUB – ORDERS

5.0 STATUS OF IN HOUSE MATERIALS

6.0 FABRICATION SCHEDULE & PROGRESS VERIFIED

7.0 INSPECTION SCHEDULE

8.0 REASON FOR DELIVERY SLIPPAGE

9.0 SHIPPING INFORMATION & DELIVERY POINT

10.0 PRELIMINARY PACKING LIST

11.0 ATTACHMENTS

12.0 PHOTOS

