JOB TRAVELER

Work order number		**Part number and revision**	
Quantity		**Due date**	

Header and materials

Description	
Job name or site	
Customer or sales order	
Released by and date	
Materials	

Operations

Number the operations 10, 20, 30 so you can add one later. Operator: initials. Estimated hours = setup + (run minutes x quantity / 60).

Op	Operation	Work center	Setup hours	Run min per part	Est. hours	Operator	Date	Good	Scrap

Rework

Rework: reason and hours	

Quality check

Item	OK	Defect	Notes
Parts checked against the drawing or cut list at the revision shown	☐	☐	
First part checked before the rest are run	☐	☐	
Quantity good matches the order quantity	☐	☐	
Material lot or heat number recorded	☐	☐	
Parts marked with the work order number	☐	☐	

Notes

CNC: program number and revision	
CNC: fixture or vise, and tools	
Notes: finish, color, hardware, special handling	

Close-out

Actual hours	
Scrap total	
Checked by and date	
Date closed	

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