

SOP Template

Company Name	Process Name	Date Created	Revision Number
One-Touch Automation	Receiving Products	5/14/24	Rev. 1

Process Frequency (Daily/Weekly/Monthly/Project Based)

Daily

Process Description

Receiving products from Contacts, Service, T&M etc

Who's Involved		What are the inputs?
Name	Department or Function	Documents, SOW, Approval, Labor, Software, Etc.
Melissa Feller	Office	Dtools, Quickbooks and Excel
Warehouse	Warehouse	

What are the sequential steps?

[illegible]

What are the outputs [Defined Standards of Completion or Deliverables]

Product in staging area, product received in D-Tools, packing slip given to office manager, [Monday.com](#) board updated

Who does the process transfer to next?

Name	Department or Function	Milestone
Donna	Office	Schedule Rough-In
Melissa	Warehouse	Prepare Trim Documentation
Project Manager	PM	Schedule Rack Build
		Schedule Equipment Delivery