

## SOP Template

Company Name	Process Name	Date Created	Revision Number
One Touch Automation	Manage Return of Unused Products	6/6/24	1

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

## Project Based

## Process Description

## How to properly return products from jobsites

Who's Involved		What are the inputs?
Name	Department or Function	Documents, SOW, Approval, Labor, Software, Etc.
	Field Tech	Final QC Checklist
	PM	
	Warehouse	

### What are the sequential steps?

[illegible]

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

All product not used on project is accounted for in CO (internal or external) and product is placed back in stock(physically and tracknicity)

This happens within 1 Business Day of product being brought back

## Who does the process transfer to next?

Name	Department or Function	Milestone
	PM	Project Status Update