

SO:	Description:	Dealer:	revised 8.31.17																																																												
Op ID	Op Title	Responsible Department	Initials	Date																																																											
300	SA Review request for Quote	Sales Administrator (Shane)																																																													
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332	SA Review & Forward to Engineering Inspection				Sales administrator			
335	Engineering Inspection				Shop Foreman			
	Retail	Dist.	Forward to Engineering Inspection	Return to SA	Approved			
	X	X	1) Preproduction checklist	X				
	X	X	2) Order Cover Sheet ><>	X	Yes/No			
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		X	Initial order list					
	X	X	14) Appliance Worksheets	X				
	X	X	15) Detail drawings/ sketches	X				
	X	Optional	15) Drawings & Perspectives	X				
340	Review & forward Final Quote							
	1) Final Order & Cover sheet							
	2) Estimated delivery date							
345	Making Job Folders				Shop Foreman			
347	Job Folder Inspection				Production Administrator			
350	Pick List for Assembly				Production Administrator			
355	Place Orders				Production Administrator			
360	Receive Material				Production Administrator			
Door & Drawer								
410	Door Quote				Production Administrator			
415	Quote Review				Engineering			
420	Door Order				Production Administrator			
425	Door Pick Up				Production Administrator			
430	Doors Received				Production Administrator			
440	Doors Checked In and Inspected				Production Administrator			
Custom								
605	Pick List for Custom				Production Administrator			
610	Custom				Custom			
615	Custom Inspection				Shop Foreman			
540-565 Referenced in this bracket as well				Multiple				
Main								
505	Pick List for Box				Production Administrator			
510	Cut Plywood Panels to Size				Box			
515	Edge Band				Box			
520	Bore / Dado / Pocket Hole				Box			
525	Box Inspection				Shop Foreman			
540	Finishing				Finishing			
545	Finishing Inspection				Shop Foreman			
560	Assembly				Assembly			
565	Assembly Inspection				Shop Foreman			
570	Payment Received				Accounting			