

To,
Manager,
Shipping / Dispatch Department,

From,
Manager – Quality,
Quality Department

SHIPMENT READINESS INTIMATION

Format No.

Rev. No.

Rev. Date.

INTIMATION NO. :
INTIMATION DATE :

List of ready materials with quality department:

#	Job. Order. No.	Customer Name	Delivery Date	Product	Ready Qty	Remarks

Remarks:

1. _____
2. _____
3. _____
4. _____
5. _____

MANAGER – QUALITY CONTROL