

Procedure: Fill out load tag completely and legibly.

Attaching this load tag to a load indicates:

- ✓ Product has passed the required inspections
- ✓ Product conforms to customer specifications
- ✓ Product is ready for release to the next operation

Quality Policy:

Meet/Exceed expectations  
& continuously improve

Quality Objectives:

Reduce rework & meet deadlines

INTERNAL LOAD TAG



JOB # \_\_\_\_\_ FINAL MAIL/SHIP DATE: \_\_\_\_\_

CUSTOMER: \_\_\_\_\_

COMPONENT DESCRIPTION: \_\_\_\_\_

FORM NUMBER: \_\_\_\_\_ VERSIONS/ITEM NO.: \_\_\_\_\_

QUANTITY THIS LOAD: \_\_\_\_\_

TOTAL FINISHED QUANTITY\* \_\_\_\_\_

\*To be filled out on last load only!

LOAD: \_\_\_\_\_ OF \_\_\_\_\_ CAME OFF PRESS AT: \_\_\_\_\_ AM \_\_\_\_\_ PM

OPERATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

NEXT ENPOINTE LOCATION:

BP-6845	BP-6905	BP-169
<input type="checkbox"/> Lettershop	<input type="checkbox"/> Perfect Binder	<input type="checkbox"/> Kitting
<input type="checkbox"/> Cutter	<input type="checkbox"/> Hand Bindery	<input type="checkbox"/> Inventory
<input type="checkbox"/> Folder	<input type="checkbox"/> Cutter	<input type="checkbox"/> Shrink Wrapper
<input type="checkbox"/> Stitcher	<input type="checkbox"/> Folder	<input type="checkbox"/> Drill
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
<input type="checkbox"/> Collator	<input type="checkbox"/> Stitcher	
<input type="checkbox"/> Fuego		
<input type="checkbox"/> Die Cutter		

FINISHING OPERATION	OPERATOR	QUANTITY	DATE