

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
☐ Lettershop	☐ Perfect Binder	☐ Kitting
☐ Cutter	☐ Hand Bindery	☐ Inventory
☐ Folder	☐ Cutter	☐ Shrink Wrapper
☐ Stitcher	☐ Folder	☐ Drill
☐ Other _____	☐ Other _____	☐ Other _____
☐ Collator	☐ Stitcher	
☐ Fuego		
☐ Die Cutter		

FINISHING OPERATION	OPERATOR	QUANTITY	DATE