

## Guide to Assembling a WO Packet

List of possible Printed Reports (what's actually printed will vary per job)

- Labels
    - Case Production Label
    - Solid Production Label
    - Drawer Labels – only shows up if drawers are in release, otherwise a blank label
    - Rout\_00 Labels
    - Rout\_01 Labels
    - Rout\_02 Labels
    - Rout\_03 Labels
  - Product Labels
  - Shop Drawings
  - Nest Opt Report
  - Face Frame Report
  - Finishing Report
  - Room Report
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1. **Labels** – Sort by Routing Number and paper clip together
  2. Apply the **Case Production Label** to a WO sleeve
    - a. Gather **Nesting Opt Report**, join with a binder clip
    - b. Add any **Rout\_01 Labels** to Nesting Report with binder clip
    - c. Add **Drawer Labels**
    - d. Add **Product Labels**
  3. Apply the **Solid Production Label** to a WO Sleeve
    - a. Add **Rout\_02 Labels**
    - b. Add **Rout\_03 Labels**
    - c. Add **Face Frame Report**
    - d. Occasionally detailed drawings will be added
  4. Staple the **Finishing Report** to a set of **Shop Drawings**
  5. Staple the **Room Report** to a set of **Shop Drawings**
  6. Put all items in the correct location
    - a. Case Production Packet – In wall folder
    - b. Solid Product Packet – In transfer box
    - c. Finishing Report Packet – in transfer box
    - d. Room Report Packet – In wall folder
    - e. Rout\_00 Labels – In the buyout Transfer Box

## Notes

- **\*\*Routing Codes**
  - 00 > Buyout Items
  - 01 > CNC to destination
  - 02 > Milling to destination
  - 03 > CNC and Milling items to Solid Production for Assembly