



ENGINEERING CHANGE NOTICE

FAX: _____ DATE: _____

Customer: _____ **Dwg. No.** _____

Requested Change: _____

Reason For Change: _____

Change Requested By:	
Name: _____	
Customer <input type="checkbox"/>	Engineering <input type="checkbox"/>
Process <input type="checkbox"/>	Production <input type="checkbox"/>
Salesman <input type="checkbox"/>	Other <input type="checkbox"/>

Send Up-Dated Drawings To: _____
Address/ E-Mail: _____

Media Type: AutoCAD <input type="checkbox"/>	DXF <input type="checkbox"/>	TIFF <input type="checkbox"/>
Paper <input type="checkbox"/>	No. of Copies: _____	
Send Additional Copies To: _____	_____	_____

Approval Required For Changes: Yes No **Name:** _____ **Date:** _____

INTERNAL USE ONLY

Drawing Controlled By: _____ **Drawing Change Made:** Yes No **Rev. No.** _____

If No Explain: _____

Approval Required: Yes No **If No Explain:** _____

Name: _____ **Date:** _____

OPEN ORDERS

SAP Status Changed: No Open Orders: Stock Existing: Cstock Existing: Consignment Existing:

	SAP Order No.	New	REP	OPT	SAP Purchase Order No. Production Order No.	PIOrd, PrdOrd, PchOrd, Fr.Del or ShpgNt Existing			Comments
						No	Yes	Notified Production:	
1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Name: _____ **Date:** _____

CUSTOMER SERVICE USE ONLY

Existing Stock Up-Dated: Yes No

Comments: _____

Name: _____ **Date:** _____