ANCHOR BAY
PACKAGING CORPORATION *SUBMITTED BY:*
PROJECT INFORMATION FORM _____

NOTE: ALL ITALICS FACE TYPE INFORMATION MUST BE FILLED IN ON EVERY PROJECT.
ALL SHADED AREAS RESERVED FOR DESIGN ENGINEERING ONLY.

PROJECT No:
DATE:
DATE REQUIRED:
DESIGNER:

CUSTOMER: _____

ADDRESS: _____

QUOTE TO: _____ PHONE: _____

EMAIL: _____

PROGRAM / PART NAME: _____

PART #: _____

SHIP TO: _____

PROGRAM: DURATION _____ ANNUAL VOL. _____
MANUFACTURING LOC: _____

PACKAGING TYPE: _____ EXPENDABLE *AUTOMOTIVE WEIGHT RULE*
_____ RETURNABLE _____ YES _____ NO

DESIGN INPUT:
PRINTS: _____
PARTS: _____
MATH DATA: _____

_____ *CHECK IF APPLICABLE*
USE CERTIFIED "HT" LUMBER.

PART WEIGHT: _____

PART SIZE: _____ X _____ X _____

PROJECT TYPE:
☐ *STD*
☐ *NEW*

PLANNED DESIGN AND TEST ACTIVITIES, REVIEWS AND APPROVALS

PLANNING ACTIVITIES

1. SPEC. ___ DEVELOPMENT
2. PROTOTYPE ___ DEVELOPMENT
3. TESTING ___

A. _____
B. _____
C. _____
D. _____

REVIEWS AND APPROVALS

MEETS INPUTS ☐ N/A
DESIGN ENGINEER
DATE _____

APPROVAL (PEER) ☐ N/A
DATE _____

DESIGN VERIFICATION MEETS INPUTS ☐ N/A
DATE _____

DESIGN VALIDATION ☐ N/A
DESIGN ENGINEER
DATE _____

MANAGEMENTS FINAL DESIGN APPROVAL ☐ N/A
INITIALS _____
DATE _____

SPECIAL INSTRUCTIONS / NOTES (SEE REVERSE):

ENGINEERING REMARKS:

RESTRICTIONS: _____

SPECIFIC STANDARDS AND CODES: LIST _____
_____

PALLET: _____ BULK PALLET PACK _____ WOODEN _____ PAPER RECYCLABLE

CUSTOMER ITEMS DISPOSITION: _____ HOLD _____ DESTROY _____ RETURN DATE _____ INITIALS _____

☐ PARTS PROVIDED ARE FOR PACKAGING DEVELOPMENT. CUSTOMER DOES NOT WANT THEM RETURNED. ENGINEERING WILL RETAIN FOR REFERENCE OR DISPOSE OF AS NEEDED.

AUTHORIZED BY _____ DATE _____

CUSTOMER APPROVAL OF DESIGN

☐ VERBAL APPROVAL PER_____DATE_____
☐ DESIGN REVIEWED/APPROVED PER_____DATE_____
☐ SEE ATTACHED EMAIL