



Andy's Handicrafts  
Atlanta, GA 30303  
info@andyshandicrafts.com

### Step-by-Step Work Instructions

**Task:** Assembling a Basic Wooden Table  
**Assigned To:** Jane Smith  
**Work Duration:** Approximately 2 hours  
**Deliverables:** Completed Wooden Table

Step	Description of Action	Duration	Tools/Resources Required
1	Gather all the necessary materials and tools.	15 minutes	Wooden table components, Screws, Screwdriver, Wood Glue, Sandpaper, Measuring tape
2	Lay out the wooden table components and verify that all parts are present and in good condition.	10 minutes	Wooden table components
3	Identify the tabletop, legs, support beams, and screws.	5 minutes	Wooden table components
4	Begin with the tabletop. Place it on a flat surface with the top side facing down.	5 minutes	Flat work surface
5	Attach the legs to the tabletop by aligning the pre-drilled holes and securing them with screws.	30 minutes	Screws, Screwdriver
6	Attach the support beams between the legs to add stability to the table.	10 minutes	Screws, Screwdriver

# STEP BY STEP WORK INSTRUCTION TEMPLATE

This editable tool is perfect for breaking down complex tasks into manageable steps, ensuring efficient and accurate workflow execution.

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**Miles Masterson**



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