Ticket # J

Custom Run

☐ Multi ticket project ___ of ___

Accnt Name _____

Approved Proof received: ___/___/___

Deliver/Ship Date: ___/___/___

Change Order entered in Enterprise

LAST JOB(S): (Retrieving Files from Archives Procedure PP-696)

#J _____ FORM #/ NAME _____ TICKET NO. _____
☐ Exact reprint ☐ Imposition change ☐ New Art supplied ☐ Changes: keep old art

#J _____ FORM #/ NAME _____ TICKET NO. _____
☐ Exact reprint ☐ Imposition change ☐ New Art supplied ☐ Changes: keep old art

#J _____ FORM #/ NAME _____ TICKET NO. _____
☐ Exact reprint ☐ Imposition change ☐ New Art supplied ☐ Changes: keep old art ☐ Changes to art on file

#J _____ FORM #/ NAME _____ TICKET NO. _____
☐ Exact reprint ☐ Imposition change ☐ New Art supplied ☐ Changes: keep old art ☐ Changes to art on file

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DATA ENTRY

Barter Policy PA-343
New Cust Prcd AD-2031

☐ **Convert Estimate to Order**

☐ This is an *Approved Customer*
☐ *Estimates over 30 days:* Recalculate to check price & notify Prod Admin of discrepancies
☐ **Credit Card Authorization** form filled out (or) ☐ **Customer to be billed**
☐ **Correct CSR** Entered ☐ **"Cust Notes" checked** for special instructions/ information
☐ Customer will accept _____ % over
☐ Customer *notified of order receipt* if applicable: ☐ **Email** ☐ **Fax**
☐ **Cust.specs** & Estimate Checklist (CS-7102) pulled from Quotes File & placed in Job Ticket
☐ Sales Rep Commission checked on Quote/ Order Form SM-9002 & updated in Enterprise (if applicable)
☐ **Markup** Table entered ☐ **Product Description** Entered
☐ *Manual Price* entered (adjust for Sales Rep markup OR to match estimate)
☐ *Manual Price* must be entered in first component if Manual Commission used instead of Commission Table in "Sold To" tab
☐ Multi- ship to's, 5 or more: Make copy of address list, Mark in red "FOR BINDERY" & place in Job Ticket. DONOT enter non-chargeable components
☐ Watermark placement on Stationery *parent to run cuts* are correct
☐ **Paper Cut Diagram(s)** printed to be stapled to orange Stock To Be Pulled card (SR-8019)
☐ **Paper Cut Diagram(s)** printed & placed in Job Ticket for Prepress (if applicable)
☐ **PMS #** (PA-322) Received: ☐ **on PO** ☐ **Previous Order** ☐ **Verbal** ☐ **Artwork**
☐ **Varnish/ Coating** on Heavy coverage or quick turn ☐ **Charged** ☐ **No Charge**
☐ Varnish/ Coating is printing on bklt cover (if not included in quote notify Prod Admin immediately)
☐ **Ink & Coating Entries** have been updated to current description
☐ *Layout Tab:* Final/ Page size is correct, accomodates final fold size
☐ *Layout Tab:* Quantity out is correct, when viewing
☐ **NCR:** ☐ Parts to print listed ☐ Printing 2 sides- add "STRAIGHT" to Paper Description
☐ C1S stock prints sheetwise ☐ Cover stock: grain runs w/ fold
☐ **Processes Tab:**
☐ *Proof Online* Process entered, if applicable ☐ **Hi Res & Low Res** Proofs are entered for new orders
☐ *Low Res* Proofs are entered specifically to proof spot varnish
☐ *Ship Proof Overnight Beyer Acct* Process #1965 entered, if applicable
☐ *Presses selected* are correct, current process names (Compare to Process list)
☐ Perf or Score specified in Press; SORMZ; Heid- Perf/ Score; Press notes
☐ *Spot Aqueous:* Inline Ops, add Cutting New Blanket; Note to knock out glue tabs, if applicable
☐ Job running on 2 or more presses: Change MR Spoilage on additional presses to 0
☐ *Final Trim After Folding* entered (if applicable) (i.e. loose nest folders, etc...)
☐ *Business Cards:* Final Trim- Business Cards process entered
☐ *Jogging LG Perf Sheets* #5020 entered from Cutting Process for jobs perfed on large press
☐ *Straight line Folds:* Reference Override Base Run Speed chart and update accordingly
☐ *Batch Count on Folder:* Run speed changed to 90%
☐ *Shrink Wrap* updated to current process: Shrink Wrap- Retail- SCH
☐ *Pre-boxed items* (Env, label sheets, etc): Process entered "PREBOXED Items-Label & Handle"
☐ *Boxes* Updated to the current process name
☐ **Ship Method** updated to current process name and entered in last job component only (Deliver, Will Call, Ship {select appropriate carrier type}) (BD-8024)
☐ *Time Sensitive* entered if applicable (must be entered for jobs that require us to collect payment for job or shipping costs before sending)
☐ **Out Of House:** Enter these processes
  ☐ Skid Wrap ☐ Out of House Scheduled/ Delivery ☐ Out of House Returned/ Picked Up
  ☐ Adtn'l Press Sheets- Outside Finishing (if no bindery work to be done in house)
  ☐ Out of House process: Manually enter adtn'l 10% to qty if job comes back to us for finishing
☐ Out of House Vendor Checklist (CS-7074) completed, if applicable
☐ *Unnecessary Instructions* removed from repeat orders
☐ *Special Operations, Instructions or Detailed Job Info* noted in Instructions
☐ If **New Art** is sent to print with **Existing Art**, write ticket# of latest version of Existing Art on file (**Ex:** A new letter printed with existing LH art on file) Alert Prepress in Special Instructions
☐ *Wax free ink* to be used on foil stamp, UV coat or laminate jobs noted in Ink Instructions
☐ *Need Mockup for Mailhouse* noted in Paper/Material Instructions
☐ **Noted in Prepress Instructions:** ☐ **Exact Repeat** of art - new layout
  ☐ *Typeset & design* instructions ☐ **Head to tail** finishing orientation
  ☐ *Proof Delivery* location ☐ **Multi-up/ gang job** (incl BC), qty breakdown
  ☐ *Diecut Job:* Die # entered, if existing ☐ **Uncoated Stock:** Proof & plate accordingly
  ☐ *Art location* (FTP, email, disk inside ticket, etc.)
  ☐ *Pre- Diecut Labels:* Note to Prepress- See System100; Prepress; Template folder
  ☐ *New Die required:* Note to Prepress Qty up on die; Verify customer provided dieline (PA-370)
  ☐ *W & Turn/ Tumble:* Note to Prepress to notify Data entry of correct position if unsure
  ☐ *Mail Out of House:* Which indicia version to add (if applicable)
  ☐ *TriBCI Print:* After approval, email art to dkauffman@tribci.com & return Ticket to CSR
  ☐ *Perfect Bound* specifications are located in System100, Tips for Prepress/Graphics
  ☐ *Booklets:* Ship proof(s) UPS overnight, our account to <customer ship to info>
☐ **Noted in Press Instructions:**
  ☐ *Head to tail* finishing orientation ☐ *Multi-up/ gang job* (incl BC), qty breakdown
  ☐ *Extra waste paper use:* ☐ *Shell run-* use all ☐ *Presscheck-* use what's needed
☐ **Noted in Bindery Instructions:** ☐ *Multi-up/ gang job* (incl BC), qty breakdown
  ☐ *% over* accepted ☐ *Pull samples* for sample cabinet ☐ *New Order, no sample available*
  ☐ *Out of House:* Place ticket on Prod. Admin. desk when job is ready to go to outside vendor
  ☐ *Ship/ Deliver to destination unknown at Data Entry (if applicable)
  ☐ *Perfect Bound* specifications are located in System100, Tips for Bindery
  ☐ *Multiple Ship to's,* see sheet inside for addresses to use when creating Packing Slips
  ☐ If we are *shipping blind,* enter Customer's "Ship From" address
  ☐ Customer requires Individual Pack labels w/ _____ information on each pack (if applicable)
☐ All *Vital Job Info* has been entered in computer (including rush charges)
☐ *Price Compared* to previous charge on exact repeats; notify Prod Admin of discrepancies
☐ **Calculate window** reviewed:
  ☐ Check Price Column for missing costs ☐ Press run sheets x qty out= correct finish quantity
☐ Ticket checked against **Customer PO** or **Fax** for discrepancies ☐ **Verbal Order**
☐ PO checked for *special instructions* or *comments* & added to Job Ticket

— Save Button —

☐ *(Drop Dead) Delivery date & time* received from Customer written on Schedule / To Do List CS-7003
☐ Enter *Order Type* ☐ **PO #:** ☐ Entered ☐ N/A
☐ Enter ☐ *Proof Due* date/ not required ☐ *Delivery* date/ not assigned ☐ *Job Time* due if applicable
☐ *Scheduling* entered for typesetting, proofs & proof shipment/deliver/will call (if applicable)
☐ *Paper Requisitions made* if needed (don't order house stock)
☐ Chipboard ordered (View Other Materials) if qty needed is 100+ OR size is larger than 8.5 x 11
☐ *Out Of House Requisitions created* if needed- include 10% over if applicable
☐ *Out Of House Requisitions quantities* verified
☐ **Ship To Destination(s):** ☐ Entered; Via ☐ Residence Checked if applicable ☐ Unknown at Data Entry
☐ Customer Shipping Account # written on back of ticket, if applicable
☐ *Print* 2 copies of *Job Ticket* (Only 1 copy needed if Job prints out of house)
☐ *Commissioned Job:* Re-open job after closing, click "Quote" button, Confirm price is correct

- - -

☐ *Account Name, Ticket # & Drop Dead Delivery Date* written on left side of ticket
☐ *Multi-ticket Project box* checked, if applicable
☐ *Last Job Number(s)* & Item Name written on ticket in lower left corner
☐ **STICKERS APPLIED TO TICKET:** ☐ *Rush* or *Today* ☐ *Proof Today* ☐ *Split Shpmnt* ☐ *New Acct*
  ☐ Out of House ☐ Presscheck ☐ Number Job ☐ Purge Ticket ☐ Rerun ☐ No Overtime
☐ *Parent to Run Cut* special instructions highlighted on 2nd copy of job sheet(s)
☐ *2nd copy of each job sheet* stapled to separate orange Stock To Be Pulled cards (SR-8019) and placed in Job Ticket Copy Box. *Job sheets with identical stock can be stapled together on 1 card*
☐ *Mockup for mailhouse* instructions *highlighted* on *2nd copy* of job sheet
☐ Customer supplied disks, photos, etc.. labeled with customer name & Job Ticket #; place in ticket
☐ *Rush Job:* email sent to Prepress Supervisor, Plant Admin & Production Admin
☐ *Presscheck:* email sent to Production Admin ☐ *PO, samples, disk, etc...* inside ticket
☐ Job Time Due Entered in Planning (12:00 entered for jobs requiring pymnt collection OR Freight ship)
☐ *Job Scheduled* in Enterprise, if exact repeat (PA-302)
☐ Write on Schedule/ To Do List (CS-7003) any info needed to complete this job
☐ Enter *non-chargeable components* for multi-finishes, multi-versions or multi- ship to's in bindery, including gang jobs {i.e. Business card names, Form names, etc...)
☐ New account: Email screenshot of Customer Maintenance window to accounting & susan@ebizproducts.com

Data Entry Initials

Out of House

☐ *"Out of House"* written on 2nd copy of job ticket
☐ *Return to Data Entry* stamped on ticket for Prepress if Job prints out of house
☐ CSR has proofread Vendor Order Form compared to Job Ticket for discrepancies
☐ Ticket given to **Production Administrator** to create PO in Enterprise
☐ TriBCI: After approval received & PO created, take Job Ticket to Prepress for art upload to TriBCI
☐ **Order placed** with Out of House Vendor (Fax PO or call if we're delivering job)
☐ Job Ticket given to Production Administrator

Data Entry Initials

DATA ENTRY CONTINUED

☐ Customer supplied fax or sample **compared to art or sample pulled**. Job Ticket compared to last Job Ticket (Paper stock, spot colors, size, etc...)
☐ *Finished Sample(s)* of previous job labeled & placed in Job Ticket (Sample or Sample W/ Changes)
☐ *Press sheet* (w/ Pressroom QC form attached) pulled & placed in Job Ticket
☐ *Signed* press sheet **pulled** & placed in Job Ticket if previous job was presschecked
☐ If art & samples are pulled for reprinting & **if ticket needs to be refiled** (i.e. multi job ticket) stamp *"purged"* on that job sheet (**If art has changed, purge old art**)
☐ All signed Proofs/ Email Approvals moved from old Job Ticket to new Job Ticket (If revised proofs are to be output, previous proofs are purged)
☐ *"Copydot file on Server"* sticker placed on Job Ticket if old Job Ticket has this sticker or the pink *"Copy Dot Scanned sticker"* on it
☐ *Old Job Ticket(s)* purged or refiled
☐ Job Ticket for exact reprint placed in the Imposition Box in **Prepress Dept**
☐ Job Ticket for new order placed in New Jobs Box in **CTP Dept**

Data Entry Initials

Desktop Publishing ☐ **Department before me has completed their checklist**

☐ *I HAVE READ SPECIAL INSTRUCTIONS* (If notes are no longer applicable return ticket to Data Entry to remove)
☐ Logged into Production in Enterprise
☐ If disk or file is different from Job Ticket, return to Data Entry with correct information
☐ Desktop Publishing QC Form (PP-689) completed & placed in Job Ticket
☐ Missing components emailed to Customer & CSR; Job Ticket placed in Missing Component Box
☐ System Buster (GM-1001) entered in System100 (If applicable)
☐ Ticket Update Form (PA-3002) entered in System100 (If applicable)

Preflight/Scanner Initials

Assembly For Proof Or Printing ☐ **Department before me has completed their checklist**

☐ *I HAVE READ SPECIAL INSTRUCTIONS* ☐ Logged into Production in Enterprise
☐ If disk or file is different from Job Ticket, return to Data Entry with correct information
☐ Imposition checked for most efficient layout (work & turn, work & tumble, sheetwise, qty up, etc...)
☐ Pagination provided by customer; If not customer emailed & Ticket placed in Missing Component Box
☐ Dieline needed & not provided by customer- notify CSR by email (PA-3037)
☐ **Shell order**, pull correct labeled tube from shell proofs location
  {Tube should contain the small signed proof attached to full size high res proof with orginal printed press sheet attached}
☐ CTP Quality Control form (PP-6032) signed and placed in ticket
☐ Electronic file Number **changed** to current Job Ticket Number (**On Reorders**) (Art Retrieval Pol PP-6011)
☐ Changes due to file problems, imposition change, or customer request, entered on Ticket Update Form (PA-3002) in System100 (If applicable)
☐ Customer supplied disk returned to appropriate location (see disk label)
☐ System Buster (GM-1001) entered in System100 (If applicable)

Digital Prepress Initials

Proofing from final PDF (See Proof Online Flow Chart PA-3051) ☐ **Prev checklist complete**

☐ Logged into Production in Enterprise
☐ **B & W laser Proof** output (If applicable) & returned with Job ticket to Customer Service for faxing (**Enlarge for small sizes, {labels, bus cards etc...})**
☐ Low Resolution Proof output and checked, or made into mock-up
☐ Digital Color or Low Res Proofs shipped to customer (See Special Instructions) If this job uses a die, check proof against the Die Vinyl
☐ Low Res mockup sent for customer approval for booklets or special fold jobs
☐ Copy of Proof Packing Slip paperclipped to front of Job Ticket
☐ **Perf/ Special Score Job:** Perf Instruction sticker applied to back of proof, if location is not evident on art
☐ **PDF Proof** & online Disclaimer emailed to customer (PA-3030 & PP-6010)
☐ Copy of Proof Email paperclipped to front of Job Ticket
☐ Ticket placed in Proof Out Box

- - - IF CORRECTIONS NEEDED - - -

☐ Correction Sheet for Proofing received in System100 (PA-368) (If applicable)
☐ Update Correction Sheet for Proofing in System100 (PA-368) & submit to CSR (If applicable)
☐ Notification received from CSR to move forward with corrections; Corrections made (If applicable)
☐ New Proofs output
☐ Old proofs marked "OLD" and placed in Old Proofs, 30 Days drawer

Operator Initials

CTP Digital Plates ☐ **Department before me has completed their checklist**

☐ Online Disclaimer/ email approval returned by customer
☐ Logged into Production in Enterprise
☐ *I HAVE READ SPECIAL INSTRUCTIONS*
☐ Low Resolution Proof has been *output and checked* before printing plate
☐ **Proofs have been signed or email approval placed in Job Ticket before printing plate**
☐ Digital Plates QC section of CTP Quality Control form (PP-6032) completed

Operator Initials

Final Check Before Moving Job Ticket

☐ *Low Resolution Proofs* for checking plates have been placed in Job Ticket
☐ *Final Folded or Cut Down Sample(s)* of job placed in Job Ticket
☐ *Signed Proofs* placed in Job Ticket ☐ Job Ticket contents placed in ticket
☐ All needed info written down for pressroom to give clear understanding of this Job (if applicable)
☐ Changes due to file problems, imposition change or *customer request*, entered on Ticket Update Form (PA-3002) in System100 (If applicable)
☐ New Dieline art sent to vendor & Production Administrator notified by email (If applicable)
☐ Dieline placed in Job Ticket/ Tube (If applicable)
☐ System Buster (GM-1001) entered in System100 (If applicable)
☐ Correct Plate(s), Dieline Tube (If applicable) & Job Ticket taken to pressroom
☐ Complete this Department in Enterprise

Operator Initials

Proofing if Corrections Needed (See Proof Online Flow Chart PA-3051)

☐ Correction Sheet for Proofing entered in System100 (PA-368), submitted, printed & placed in ticket
☐ Job Ticket placed in Changes box
- - -
☐ Updated Correction Sheet for Proofing (PA-368) received from PrePress
☐ Bklt changes: Charge for new Low res on ENTIRE book and High res on changed pgs only
☐ Change Order entered in Enterprise, faxed to customer then placed in Change Order Form Box
☐ Change order box marked under Account Name on Job Ticket
☐ Signed Change Order (Enterprise form) received from customer & placed in Job Ticket
☐ Original Change Order removed from Change Order Form Box & thrown away
☐ Forward to Prepress the email received (w/ estimated time) to move forward with corrections
☐ Changes & Revisions added to Job & scheduled in Enterprise for the next business day

Data Entry Initials

Called Customer To Remind about proof

1. ___/___/___ 2. ___/___/___ 3. ___/___/___

If no response is received 24 hours after 3rd call, notify customer that job is on hold

Approval Received

☐ *Placed in Job Ticket:* Approved Proofs: ☐ Email/ Fax approval ☐ High Res ☐ Low Res (Confirm BOTH High & Low Res returned. If not, place job on hold & contact customer immediately)
☐ **Job Scheduled** in Enterprise after approval received (PA-3010)
☐ Job Time Due entered in Planning (12:00 entered for jobs requiring pymnt collection OR Freight ship)

Data Entry Initials

LETTERPRESS   ☐ Department before me has completed their checklist

Column 1:
- ☑ I have read Special Instructions
- ☐ Logged into Production in Enterprise
- ☐ Score/ Perf/ Number position ok
- ☐ Diecut Slimline fits in Jewel case
- ☑ I have checked sample or layout
- ☐ Correct starting number
- ☐ Word "No." prints   ☐ Does not print
- ☐ Correct ink color   INT:_____ **1**

Column 2:
- ☐ I have read Special Instructions
- ☐ Logged into Production in Enterprise
- ☐ Score/ Perf/ Number position ok
- ☐ Diecut Slimline fits in Jewel case
- ☑ I have checked sample or layout
- ☐ Correct starting number
- ☐ Word "No." prints   ☐ Does not print
- ☐ Correct ink color   INT:_____ **2**

Column 3:
- ☐ I have read Special Instructions
- ☐ Logged into Production in Enterprise
- ☐ Score/ Perf/ Number position ok
- ☐ Diecut Slimline fits in Jewel case
- ☑ I have checked sample or layout
- ☐ Correct starting number
- ☐ Word "No." prints   ☐ Does not print
- ☐ Correct ink color   INT:_____ **3**

Column 4:
- ☐ I have read Special Instructions
- ☐ Logged into Production in Enterprise
- ☐ Score/ Perf/ Number position ok
- ☐ Diecut Slimline fits in Jewel case
- ☑ I have checked sample or layout
- ☐ Correct starting number
- ☐ Word "No." prints   ☐ Does not print
- ☐ Correct ink color   INT:_____ **4**

PRESSROOM
1st Side / 2nd Side

- ☐ ☐ Department before me has completed their checklist
- ☐ ☐ *I HAVE READ SPECIAL INSTRUCTIONS*
- ☐ ☐ Press Proof Checklist(s) (PD-5039 or PD-5059) stapled to a sample of each job and placed in ticket
- ☐ ☐ *2 high quality sample(s)* in ticket
- ☐ ☐ *Original shell press sheet* put back in Master Proof Tube **(Large Presses)** {Follow PL-006 Proof Tube Label Instructions}
- ☐ ☐ *Proofs* returned to:
    - ☐ Job Ticket   ☐ Proof Bag   ☐ Proof Tube
- ☐ ☐ *Actual count(s)* written on *Job Ticket PRINTOUT(s)*
- ☐ ☐ *Problem areas* noted with Print Problem Flags (PD-5050) on load (PD-5045)
- ☐ ☐ Job Completed Card(s) (PD-5057) filled out & placed with job
- ☐ ☐ All *Other Materials* placed back in ticket
- ☐ ☐ All *excess stock* (750 sheets or more)- Fill out Return To Inventory Tag (SR-8016); # of sheets returned:_____
- ☐ ☐ All *excess unused shells* returned to designated staging area in inventory
- ☐ ☐ System Buster (GM-1001) entered in System100 **(if applicable)**
- ☐ ☐ Complete this Department in Enterprise
- ☐ ☐ *Die Line* given to Production Administrator **(if applicable)**
- ☐ ☐ *Job Ticket* moved to Bindery Box

PRESS OP. 1ST SIDE INITIALS	PRESS OP. 2ND SIDE INITIALS

For Production Administration use only
OUT OF HOUSE WORK
3rd Party Buy Out Non-Disclosure Policy (PA-3032)

- ☐ Out of House Vendor checklist (CS-7074) completed by CSR & placed in ticket
- ☐ *3 copies of PO* printed:1 placed in ticket, 1 in PO Bag & 1 sent to vendor
- ☐ *Order placed* w/ Out of House Vendor (Fax PO or call if we're delivering job)
- ☐ Job ticket stamped & filled out. "*Job is out to*_____"
- ☐ *Upon completion* send to _____
- ☐ Complete "Out of House Scheduled" in Enterprise
- ☐ If reorder, previous sample sent with PO
- ☐ Booklets: Mockup created with folded press sheets & sent with PO
- ☐ If new die, Dieline sent with PO
- ☐ Job Ticket moved to Out of House Box

Prod Admin Initials

OUT OF HOUSE MAILING
3rd Party Buy Out Non-Disclosure Policy (PA-3032)
Out of House Mailing Procedure (CS-7076)

- ☐ Mail Out of House form (CS-7065) filled out; original placed with job, copy placed in Job Ticket.
- ■ Job sent to (what mail house?)
  _____
- ■ Disk or Labels sent to mail house
    - ☐ Ahead of job   ☐ With job
    - See Data Entry 5th line down
- ☐ Postage estimate received from mail house
- ☐ Postage Payment Request form (CS-7079) filled out and given to CSR
    - *If postage estimate not received in 24 hours (Excluding RUSH)*
    - *I have notified mail house*
- ☐ 1st notification____/____/____
- ☐ 2nd notification____/____/____
    - INITIALS_____

Customer Service Rep
- ☐ Postage Payment Request form (CS-7079) faxed or emailed to customer
- ☐ **Customer contacted** for postage check pick up or delivery
- ☐ **Driver notified** for check pickup or entered on **Drivers Daily Routine**
- ☐ Copy of Postage Check placed in Job Ticket
- ☐ Delivery of check verified **(Place Packing slip in Job Ticket)**
    - INITIALS_____

BINDERY
Quality Control Supervisor or Person Moving Job Tickets

- ☐ Department before me has completed their checklist
- ☐ *I HAVE READ SPECIAL INSTRUCTIONS*
- ☐ *I HAVE READ PRESS LOAD TAGS* (if any)
- ☐ **Job Ticket** moved to next appropriate box

Cutter Operator   ☐ I've read special instructions
- ☐ Tan Final Cutting Quality Control Form (BD-4022) signed & placed in Job Ticket
- ☐ *Bindery Quality Control Checklist* completed **(below)**
- ☐ *Packaging Checklist* completed **(below)** if you are finishing job
- ☐ *Tears* in Job Ticket have been taped; overflow bag used if Job Ticket full
- ☐ **Job Ticket** moved to next appropriate box

Folder Operator   ☐ I've read special instructions
- ☐ Blue Folding Quality Control Form (BD-4025) signed & placed inJob Ticket
- ☐ *Bindery Quality Control Checklist* completed **(below)**
- ☐ *Packaging Checklist* completed **(below)** if you are finishing job
- ☐ *Tears* in Job Ticket have been taped; overflow bag used if Job Ticket full
- ☐ **Job Ticket** moved to next appropriate box

Stitcher Operator   ☐ I've read special instructions
- ☐ Green Stitching Quality Control Form (BD-4039) signed and placed in Job Ticket
- ☐ *Packaging Checklist* completed **(below)** if you are finishing job
- ☐ *Tears* in Job Ticket have been taped; overflow bag used if Job Ticket full
- ☐ **Job Ticket** moved to next appropriate box

Rollem Operator   ☐ I've read special instructions
- ☐ Rollem Quality Control Form (BD-4035) signed and placed in Job Ticket
- ☐ *Packaging Checklist* completed **(below)** if you are finishing job
- ☐ *Tears* in Job Ticket have been taped; overflow bag used if Job Ticket full
- ☐ **Job Ticket** moved to next appropriate box

Q.C.OUT OF HOUSE WORK
- ☐ **Check each package** & pull any packing slips, invoices, etc...
- ☐ **Compare Packing Slip** to Ticket for correct quantity received
- ☐ **All paperwork** pulled is placed in Out Of House bag
- ☐ **Pull all labels** from package that may indicate outside provider
- ☐ **Compare sample** to artwork in ticket, checking for discrepancies
- ☐ **Complete** "Out of House Returned" in Enterprise
- ☐ **Complete** Packaging Checklist below

BINDERY INITIALS

DIELINE FILING
- ☐ **Dieline Filing Procedure** (PA-3037) printed out, completed and placed in Job Ticket

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SHIPPING
- ☐ Department before me has completed their checklist
- ☐ *I HAVE READ SPECIAL INSTRUCTIONS*
- ☐ *If "Best" is selected* in Ship Via window, method needed is selected
- ☐ *Labels (Customer name, PO#, etc)* filled out & applied to boxes
- ☐ *2 Packing list copies* printed; 1 put in ticket, the other put in packing envelope & applied to box

UPS: ACCT#_____
- ☐ *Ship Method* used matches Packing Slip (ground, 2day, etc..)
- ☐ *Ship To Address* from drop down menu matches Packing Slip
- ☐ *UPS Shipping Procedure* (SR-8005) followed
- ☐ Copy of *Tracking label* placed in ticket
- ☐ *Shipping Charge* $_____

FED EX: ACCT#_____
- ☐ *Ship Method* used matches Packing Slip (ground, 2day, etc..)
- ☐ *Ship To Address* from drop down menu matches Packing Slip
- ☐ *FedEx Online* shipping completed

FREIGHTLINE:
- ☐ *Boxes weighed* (add 25 lbs to weight total for each skid used)
- ☐ Boxes placed on *skid & wrapped*
- ☐ *BOL created* in System100, 2 copies printed on 2 part NCR
- ☐ *WMG BOL:* Enter "Consignee" in Bill Freight Charges To section & check box next to Check Box if Collect
- ☐ *Freightline called* -schedule pickup & get shipping cost
- ☐ *Over 7 skids or 8m lbs* -Call for Volume quote before entering in UPS Freight Online Shipping
- ☐ *Shipping cost* & estimate number (if applicable) written on BOL
- ☐ *BOL* placed with shipment
- ☐ See Multi-Customer Freight Shipment form (SR-815) in ticket #J_____

SHIPPING PERSON'S INITIALS

INVOICING (AD-2046)
- ☐ Stock returned to Inventory updated from Pressroom Ticket section
- ☐ Verify **Quantity** (From Packing List) **& update invoice**
- ■ Shells/ Finished Goods (PA-3027)
    - ☐ OpenInventory & document quantity on hand
    - ☐ Ship Shells/ Finished Goods to Inventory
    - ☐ OpenInventory & verify quantity is updated
- ☐ Verify **Change Order form** was signed & faxed back by customer
- ☐ **Shipping Added** to Invoice
- ☐ **Job Delivery / Shipment** notification sent to Customer (see Job Ticket notes)
- ☐ **Finished Goods** deducted from Inventory (Choose Job Ticket location from drop down menu. This also applies to Shipping to Inventory)
- ☐ **Invoice printed** for billing
- ☐ **Freightline Shipment:** Make copy of BOL (that shows cost) & give to accounting for reconciliation with billing

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BINDERY Quality Control

ITEM 1	ITEM 2	ITEM 3	ITEM 4	
☐	☐	☐	☐	All Special Instructions completed
☐	☐	☐	☐	No offset
☐	☐	☐	☐	No smudges or fingerprints
☐	☐	☐	☐	No grease marks
☐	☐	☐	☐	No tracking on back
☐	☐	☐	☐	No broken type / scratches
☐	☐	☐	☐	No type / image cut off or missing
☐	☐	☐	☐	No plugging of letters, screens, or reverses
☐	☐	☐	☐	No specs / spots / picking / hickeys
☐	☐	☐	☐	No lint
☐	☐	☐	☐	No scum / toning
☐	☐	☐	☐	Color not washed out
☐	☐	☐	☐	Solid colors
☐	☐	☐	☐	Even color
☐	☐	☐	☐	No wrinkles
☐	☐	☐	☐	NCR in registration
☐	☐	☐	☐	NCR in sequence
☐	☐	☐	☐	Straight to the eye
☐	☐	☐	☐	Good registration
☐	☐	☐	☐	Not too much powder
☐	☐	☐	☐	Watermark in right position
☐	☐	☐	☐	Head to Head / Head to Foot correct
☐	☐	☐	☐	Work & Roll / Work & Turn correct
☐	☐	☐	☐	1st & last number correct on numbered jobs
☐	☐	☐	☐	Dried glued products are not sealed shut

Rating 1 — BINDERY INITIALS Item 1
Rating 2 — BINDERY INITIALS Item 2
Rating 3 — BINDERY INITIALS Item 3
Rating 4 — BINDERY INITIALS Item 4

Tube Packaging

ITEM 1	ITEM 2	ITEM 3	ITEM 4	
☐	☐	☐	☐	Tube cut down to match size of product (allow room for peanuts & endcaps on each end)
☐	☐	☐	☐	ONLY shipping peanuts used for packing
☐	☐	☐	☐	ONLY Threaded Strapping Tape used to seal end caps
☐	☐	☐	☐	Sealed Tubes placed in corrugated box
☐	☐	☐	☐	Tubes completely surrounded by shipping peanuts inside corrugated box

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Generic Packaging & Blind Shipping

ITEM 1	ITEM 2	ITEM 3	ITEM 4	
☐	☐	☐	☐	Plain Boxes used
☐	☐	☐	☐	Packing Slip made using packingslip_alt Report File (no return address)
☐	☐	☐	☐	Shipping Label made using Blind Ship Report File (no customer name)
☐	☐	☐	☐	Shipping by freightline: note in Description section "SHIP BLIND"
☐	☐	☐	☐	Shipping by UPS: Enter our customer's name & address in the "Ship From" section
☐	☐	☐	☐	Each item above checked to confirm nothing will identify Beyer Printing as the manufacturer

Packaging   ■ I've read special instructions

ITEM 1	ITEM 2	ITEM 3	ITEM 4		
☐	☐	☐	☐	*Special Packaging instructions* followed-Correct qty per pack & Correct qty of	BINDERY INITIALS Item 1
☐	☐	☐	☐	*Pack Labels* created (if applicable) (BD-439)	
☐	☐	☐	☐	Clean Boxes	BINDERY INITIALS Item 2
☐	☐	☐	☐	Tape applied neatly	
☐	☐	☐	☐	*Labels (Customer name,PO# ,etc)* printed out & placed on boxes (BD-4049) shipment)	BINDERY INITIALS Item 3
☐	☐	☐	☐	*Quality Control Checklist* (at left) checked for each item	BINDERY INITIALS Item 4
☐	☐	☐	☐	*5 Final Samples that have been QC inspected* placed in ticket	
☐	☐	☐	☐	*Tears* in Job Ticket have been taped; **BrownKraft overflow bag** used if Job Ticket full	
☐	☐	☐	☐	Job has been rated 1-5; *3 or lower must be Reported to supervisor* for possible reprint	
☐	☐	☐	☐	Gather *Multiple Ticket Orders* (if applicable)	
☐	☐	☐	☐	System Buster (GM-1001) entered in System100, (if applicable)	
☐	☐	☐	☐	Boxes to be shipped *weigh 30 lbs or less*	
☐	☐	☐	☐	*Packing Slip* printed out (hold for entire order if multiple ticket project) (BD-4049)	
☐	☐	☐	☐	*Boxes weight* to be shipped written in the lower right corner on white copy of Pkg Slip	
☐	☐	☐	☐	Boxes to be shipped have 6 pieces of tape used to seal top & bottom (3 in each direction)	
☐	☐	☐	☐	*Job Ticket* moved to Paperwork Pending Box (non-Inventory jobs only)	
☐	☐	☐	☐	*Boxes placed in* WILL CALL location (if applicable)	
☐	☐	☐	☐	*Job Ticket placed in* Billing Box after job placed in Beyer Inventory- (*DO NOT COMPLETE* Jobs in Enterprise if they deliver to Beyer Inventory)	

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