

# Quality Control

## *Systems, Forms & Operations*

---



YC-GM-021 REV 3/16

# FORMS INCLUDED

- 1** Estimate Checklist (CS-7102)
- 2** Quote/Order Form (SM-9002)
- 3** Stock to be Pulled Card (SR-8019)
- 4** Out of House Checklist (CS-7074)
- 5** Schedule/To-Do List (CS-7003)
- 6** Disk for Mail Out of House Form (CS-709)
- 7** Desktop Publishing Form (PP-689)
- 8** System Buster - CAPA (GM-1001)
- 9** Job Ticket Update Form (PA-3002)
- 10** New Die Line Procedure (PA-3037)
- 11** CTP Quality Control Checklist (PP-6002)
- 12** Files Retrieval, Exact Repeat Policy (PP-6011)
- 13** Proofing Online Disclaimer (PA-3030)
- 14** Online Proof Name Code Procedure (PP-6010)
- 15** Production Scheduling Policy (PA-3010)
- 16** Large Press Quality Control Checklist (PD-5039)
- 17** Print Problem Flag (PD-5050)
- 18** Print Problem Flag Placement Policy (PD-5045)
- 19** Press Process Load Tag (PO-5057)
- 20** Return to Inventory Tag (SR-8016)
- 21** Paper Cutting Quality Control Checklist (BD-4022)
- 22** Folding Quality Control Checklist (BD-4025)
- 23** Rollem Quality Control Checklist (BD 4035)
- 24** UPS Shipping Procedure (SR-8022)
- 25** Multiple Customer Freight Shipment Breakdown (SR-8020)
- 26** Create Invoices in Enterprise Procedure (AD-2046)
- 27** Transfer Finished Goods Procedure (PA-3027)

**DATA ENTRY**  Convert Estimate to Order

This is an Approved Customer Barter Policy PA-343  
New Cust Print AD-2031

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) placed in Quotes File & placed in Job Ticket

Sales Rep Commission checked on Quote/ Order Form SM-9002 placed 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, accommodate final fold size

Layout Tab: Quantity out is correct, when viewing

Business Cards printing on the Ryobi are 8 up on 8.5 x 11, any print configuration

NCR:  Parts to print entered  Printing 2 sides- add "STRAIGHT" to Paper Description

CTS 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 perfo 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) ) (SP-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

Adn1 Press Sheets- Outside Finishing (if no bindery work to be done in house)

Out of House process: Manually enter adn1 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:**

Typeset & design instructions  Exact Repeat of art - new layout

Proof Delivery location  Head to tail finishing orientation

Diecut Job: Die # entered, if existing  Multi-up/ gang job (incl BC), qty breakdown

Art location (FTP, email, disk inside ticket, etc...)

Prints on 70#T: Image needs to be at gripper (Note for large press runs ONLY)

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)

BCT Print: After approval, email art to david@yourbct.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

"Warning Time Sensitive" highlighted in pink, if applicable

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  Copy 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

Delivery/ship time entered in scheduling (12.00 entered for jobs requiring payment collection)

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: Send email to philip@beyerprinting.com of Company Name, contact name & email

- 1 Estimate Checklist (CS-7102)
- 2 Quote/Order Form (SM-9002)
- 3 Stock to be Pulled Card (SR-8019)
- 4 Out of House Checklist (CS-7074)
- 5 Schedule/To-Do List (CS-7003)
- 6 Disk for Mail Out of House Form (CS-709)

**6**

**Out of House Jobs**

Disk for Mail out of House form (CS-709) filled out, Disk & Sample/ Mock-up sent to Mail House

If Disk (for Mail out of House) won't be available for a while, I've contacted Mail House w/ estimated delivery time of disk & printed piece so they can schedule

"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

BCT: After approval received & PO created, Job Ticket taken to Prepress for art upload to BCT

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, film or sample pulled. Job Ticket compared to last Job Ticket- differences noted (Paper stock, spot colors, size, etc...)

Finished Sample(s) of previous job stamped or 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 refilled (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 refilled

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

- 7** Desktop Publishing Form (PP-689)
- 8** System Buster (GM-1001)
- 9** Job Ticket Update Form (PA-3002)
- 10** New Die Line Procedure (PA-3037)
- 11** CTP Quality Control Checklist (PP-6032)
- 12** Files Retrieval, Exact Repeat Policy (PP-6011)
- 13** Proofing Online Disclaimer (PA-3030)
- 14** Online Proof Name Code Procedure (PP-6010)
- 15** Production Scheduling Policy (PA-3010)

**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 **7**

Missing components emailed to Customer Service & Job Ticket placed in Missing Component Box

System Buster (GM-1001) entered in System100 (If applicable) **8**

Ticket Update Form (PA-3002) entered in System100 (If applicable) **9**

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

Die line needed & not provided by customer- notify CSR by email (PA-3037) **10**

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 original printed press sheet attached) **12**

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 & checked, or made into mock-up

Digital Color or Low Res Proofs shipped to customer, if instructed (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) **13 14**

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

**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

**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

Bkit 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

**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 c... & contact customer immediately)

Job Scheduled in Enterprise after approval received (PA-3010) **15**

Delivery/ship time entered in scheduling (12:00 entered for jobs requiring payment collection)

Data Entry Initials

1st Side 2nd Side

# PRESSROOM

- Department before me has completed their checklist
- I HAVE READ SPECIAL INSTRUCTIONS** **16**
- 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)** **17**
- Problem areas** noted with Print Problem Flags (PD-5050) on load (PD-5045) **18**
- Job Completed Card(s) (PD-5057) filled out & placed with job **19**
- 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 **20**
- 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

- 16** Large Press Quality Control Checklist (PD-5039)
- 17** Print Problem Flag (PD-5050)
- 18** Print Problem Flag Placement Policy (PD-5045)
- 19** Press Process Load Tag (PO-5057)
- 20** Return to Inventory Tag (SR-8016)

# 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 **21**
- 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 in Job Ticket **22**
- 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 **23**
- 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

**21** Paper Cutting Quality Control Checklist (BD-4022)

**22** Folding Quality Control Checklist (BD-4025)

**23** Rollem Quality Control Checklist (BD 4035)

| ITEM 1                   | ITEM 2                   | ITEM 3                   | ITEM 4                   | BINDERY Quality Control   |                         |
|--------------------------|--------------------------|--------------------------|--------------------------|---|-------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All Special Instructions completed  |                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No offset   |                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No smudges or fingerprints  |                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No grease marks   |                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No tracking on back   |                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No broken type / scratches  |                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No type / image cut off or missing  |                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No plugging of letters, screens, or reverses  |                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No specs / spots / picking / hickeys  |                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No lint   |                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No scum / toning  | Rating 1                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Color not washed out  | Rating 2                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Solid colors  | BINDERY INITIALS Item 1 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Even color  | BINDERY INITIALS Item 2 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No wrinkles   |                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | NCR in registration   | Rating 3                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | NCR in sequence   | Rating 4                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Straight to the eye   |                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Good registration   | BINDERY INITIALS Item 3 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Not too much powder   | BINDERY INITIALS Item 4 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Watermark in right position   |                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Head to Head / Head to Foot correct   |                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Work & Roll / Work & Turn correct   |                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 <sup>st</sup> & last number correct on numbered jobs                                |                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Dried glued products are not sealed shut  |                         |
| ITEM 1                   | ITEM 2                   | ITEM 3                   | ITEM 4                   | Tube Packaging  |                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Tube cut down to match size of product (allow room for peanuts & endcaps on each end) |                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ONLY shipping peanuts used for packing  |                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ONLY Threaded Strapping Tape used to seal end caps                                    |                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sealed Tubes placed in corrugated box   |                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Tubes completely surrounded by shipping peanuts inside corrugated box                 |                         |

# 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-8022) followed **24**
- 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-8020) in ticket #J **25**

SHIPPING PERSON'S INITIALS

# INVOICING (AD-2046) **26**

- Stock returned to Inventory updated from Pressroom Ticket section
- Verify Quantity (From Packing List) & update invoice
- Shells/ Finished Goods (PA-3027) **27**
  - 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

**24** UPS Shipping Procedure (SR-8022)

**25** Multiple Customer Freight Shipment Breakdown (SR-8020)

**26** Create Invoices in Enterprise Procedure (AD-2046)

**27** Transfer Finished Goods Procedure (PA-3027)

## Generic Packaging & Blind Shipping

- | ITEM 1                   | ITEM 2                   | ITEM 3                   | ITEM 4                   |   |
|--------------------------|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plain Boxes used  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Packing Slip made using packingslip_alt Report File (no return address)                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Shipping Label made using Blind Ship Report File (no customer name)                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Shipping by freightline: note in Description section "SHIP BLIND"                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Shipping by UPS: Enter our customer's name & address in the "Ship From" section             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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                   |   |
|--------------------------|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special Packaging instructions followed-Correct qty per pack & Correct qty of packages  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pack Labels created (if applicable) (BD-439)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scale Weigh count completed & quantity label applied to each pack   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Clean Boxes   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Uniform boxing  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Tape applied neatly   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ship Orders are completely surrounded in shipping peanuts (doesn't apply to skid shipment)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Labels ( Customer name,PO#, etc) printed out & placed on boxes (BD-4049)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5 Final Samples that have been QC inspected placed in ticket  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Quality Control Checklist (at left) checked for each item   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Job has been rated 1-5; 3 or lower must be Reported to supervisor for possible reprint  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Tears in Job Ticket have been taped; BrownKraft overflow bag used if Job Ticket full  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | System Buster (GM-1001) entered in System100, (if applicable)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Gather Multiple Ticket Orders (if applicable)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Packing Slip printed out (hold for entire order if multiple ticket project) (BD-4049)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Boxes to be shipped weigh 30 lbs or less  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Boxes to be shipped have 6 pieces of tape used to seal top & bottom (3 in each direction)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Boxes weight to be shipped written in the lower right corner on white copy of Pkg Slip  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Boxes placed in WILL CALL location (if applicable)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Job Ticket moved to Paperwork Pending Box (non-Inventory jobs only)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Orders that go into Beyer Inventory have been boxed or shrinkwrapped  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Job Ticket placed in Billing Box after job placed in Beyer Inventory- (DO NOT COMPLETE Jobs in Enterprise if they deliver to Beyer Inventory) |

BINDERY INITIALS  
Item 1

BINDERY INITIALS  
Item 2

BINDERY INITIALS  
Item 3

BINDERY INITIALS  
Item 4