

JOBZ! Workflow Example Documents

The following pages illustrate the key workflow documents produced by JOBZ!

RFE (Request for Estimate)
Dummy Request
Proposal & Proposal Summary
SOP (Sales Order to Production) with Delivery Instructions
Mailing Order Entry
Confirmation of Order
Author's Changes Memo- Customer (2 versions) and Plant
Pro Forma Invoice and Sales Draft for Billing

Behind the examples here is an intuitive user interface that guides the user through specifying, quoting and managing custom printing projects. Data entry shortcuts can be personalized for each user. Field checking helps ensure that complete information flows to Estimating and Production.

Email communication of all documents and reports is integrated, with PDF files created and/or appended, saved locally and automatically attached to email messages. Customer-facing documents include full-color logo letterhead, personal signatures and individualized return-address information. Multiple corporate identities may be selected, enabling representation of affiliated companies.

Customer contact information is linked dynamically with job correspondence as part of a complete Customer Relationship Management system.

Jobs may be combined in projects, cloned for alternate versions and stored as templates.

Contract terms & conditions may be personalized by management. Proposals are legally binding.

Commercial Print, Digital, Envelopes, Flexible Packaging and Corrugated or Folding Cartons may be specified easily, with shortcuts for sizes and styles, substrates etc. that are unique to these specialties. Generic (non-print) jobs may be handled as well. Mailing and Distribution workflow is fully enabled.

Digital short-run (quick-order) work may be handled efficiently with templates and a pricing calculator.

The JOBZ! sales workflow is compatible with any estimating and production software you may already have. An email interface enables the capture of sales-entered data in the estimate and job ticket process.

Users can handle a large number of simultaneous jobs through sorting routines that separate working jobs from those awaiting client approval, jobs that are in estimating, etc. Sales forecasting of both booked and upcoming sales is based on information entered in the workflow process. Commission visualization helps the sales rep price jobs in line with management objectives.

A complete brokerage workflow is available, involving multiple estimators, vendors and purchase orders.

These sample documents represent just the tip of the iceberg. Other areas of capability handled by JOBZ! and related to the job workflow include:


- CONTACT MANAGEMENT (CRM) - SALES REPORTING - SALES FORECASTING - ANNUAL SALES BUDGETING - SALES MANAGEMENT - ACCOUNT DISTRIBUTION & CHALLENGES - MARKETING - CORRESPONDENCE - EXPENSE REPORTING

Visit www.carpedata.com or call for an online tour: 888-SEIZE IT [734-9348] 408-395-8183

REQUEST FOR ESTIMATE

New Request

Project # 826-4332 3/5/2009 11:05:36 AM Joan Baez

<p>Sales Rep: Jim Taylor Invoice Cust #: 13781</p> <p>Customer: File Edit View, Inc. Hugh Saturation 18338 Las Cumbres Road Los Gatos CA 95033 408 395-8183</p> 	<p>Due: 2/13 Est: 826-4332 Job: 090305 Type: New Job Prev: 090301, 081221</p>	<p>Files 3/18/09 Proofs 3/20/09 Press 3/23/09 Ship 3/25/09 Bal Deliv 3/27/09</p>
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Title	Example Job, JOBZ! version 9.2.5, March 2009	PN 12345								
Description	16 pages plus cover									
Versions	Equal quantities of 3 versions, English, Spanish and Klingon. Black type changes only between English and Spanish. Klingon version will require repositioning of 4C photo on outside back cover.									
Size	8.5 x 11									
Flat Size	11 x 17									
Text	100# #1 Gloss Book, FSC Certified, Customer Furnished 5/5: Four Color Process + Spot Gloss Varnish (50%), UV									
Cover	100# #1 Gloss Cover, FSC Certified, Customer Furnished 6/6: 4 Color Process + PMS + OA GV (100%), UV									
Note	Up to five components may be specified, with field labels as needed (cover, text, etc.)									
Proofs	Imposed high resolution color proofs and color digital blueline									
Furnished	Layout files and PDF Postscript plate-ready files to our specifications									
Color	<table border="1" style="display: inline-table; border-collapse: collapse;"> <thead> <tr> <th>From</th> <th>To</th> <th>Qty</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>RGB</td> <td>8.5x11</td> <td>4</td> <td>4C Sep</td> </tr> </tbody> </table>	From	To	Qty	Type	RGB	8.5x11	4	4C Sep	Up to 20 rows of color work may be specified
From	To	Qty	Type							
RGB	8.5x11	4	4C Sep							
Finishing	Fold, gather, saddle stitch and trim to final size Die scored cover									
Packaging	Shrinkwrapped in convenient quantities, carton packed									
Freight	FOB Origin Freight Additional (Need freight additional to:) Los Payslo CA 95033									
Quantity Note	Quantities are total of 3 Items; qty. ea: 5,000 10,000 15,000 20,000 25,000 30,000									

Quantity		15,000	30,000	45,000	60,000	75,000	90,000
Customer Samples	100						
Press Approval	Customer & Rep						
Screen	175						
The Competition	Nemesis Printing						
Production Note	This is the short note that appears boxed on the RFE and the SOP						

Production Details

This production details field can contain multiple pages of text if needed.



Date: 3/5/2009

From : Jim Taylor
Customer: File Edit View, Inc.

Dummy Request

Estimate #: 826-4332

Job Title Example Job, JOBZ! version 9.2.5, March 2009 PN 12345

Description 16 pages plus cover

Versions Equal quantities of 3 versions, English, Spanish and Klingon. Black type changes only between English and Spanish. Klingon version will require repositioning of 4C photo on outside back cover.

Final size 8.5 x 11

Flat Size 11 x 17

Text 100# #1 Gloss Book, FSC Certified, Customer Furnished

Cover 100# #1 Gloss Cover, FSC Certified, Customer Furnished

Note Up to five components may be specified, with field labels as needed (cover, text, etc.)



Finishing Fold, gather, saddle stitch and trim to final size
Die scored cover

Notes re: Dummy The dummy request form can be sent directly to the paper supplier, or through the purchasing, production or estimating departments. There is an email version as well.

DELIVER TO: Sales Rep Customer

Box(es) marked X

Jim Taylor 18338 Las Cumbres Road Los Gatos, CA 95033 408-395-8183 jim@carpedata.com http://www.carpedata.com	Hugh Saturation 408 395-8183 File Edit View, Inc. 18338 Las Cumbres Road Los Gatos, CA 95033
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Printing Sales Software

18338 Las Cumbres Road
Los Gatos, CA 95033
408-395-8183
jim@carpedata.com
http://www.carpedata.com

March 5, 2009 Est# 826-4332 Job# 090305
pressok@yahoo.com 408 395-8183

Proposal For: **Hugh Saturation, File Edit View, Inc.**

Title	Example Job, JOBZ! version 9.2.5, March 2009	PN 12345
Description	16 pages plus cover	
Versions	Equal quantities of 3 versions, English, Spanish and Klingon. Black type changes only between English and Spanish. Klingon version will require repositioning of 4C photo on outside back cover.	
Size	8.5 x 11	
Flat Size	11 x 17	
Text	100# #1 Gloss Book, FSC Certified, Customer Furnished 5/5: Four Color Process + Spot Gloss Varnish (50%), UV	
Cover	100# #1 Gloss Cover, FSC Certified, Customer Furnished 6/6: 4 Color Process + PMS + OA GV (100%), UV	
Note	Up to five components may be specified, with field labels as needed (cover, text, etc.)	
Proofs	Imposed high resolution color proofs and color digital blueline	
Furnished	Layout files and PDF Postscript plate-ready files to our specifications	
Color	From	To Qty Type
	RGB	8.5x11 4 4C Sep Up to 20 rows of color work may be specified
Finishing	Fold, gather, saddle stitch and trim to final size Die scored cover	
Packaging Freight	Shrinkwrapped in convenient quantities, carton packed FOB Origin Freight Additional Los Payslo CA 95033	
Quantity Note	Quantities are total of 3 Items; qty. ea: 5,000 10,000 15,000 20,000 25,000 30,000	



(+/- 5%) Quantity	<u>15,000</u>	<u>30,000</u>	<u>45,000</u>	<u>60,000</u>	<u>75,000</u>	<u>90,000</u>
Price	\$4,625.00	\$8,788.00	\$12,522.00	\$15,862.00	\$18,835.00	\$21,472.00
Each	\$0.3083	\$0.2929	\$0.2783	\$0.2644	\$0.2511	\$0.2386
+ Est Freight	\$112.00	\$129.00	\$145.00	\$177.00	\$201.00	\$249.00
+ Mailing	\$3,766.00	\$7,155.00	\$10,196.00	\$12,915.00	\$15,377.00	\$17,484.00
23" Rolls Supplied	3,854 lbs	7,323 lbs	10,435 lbs	13,218 lbs	15,696 lbs	17,893 lbs
26x40" Shts Supplied	2,500 shts	5,000 shts	7,250 shts	10,000 shts	12,500 shts	14,500 shts

Thank you,

Jim Taylor
JOBZ! For Printing Sales

Files	Proofs	Press	Ship	Bal Deliv
Mar. 18	Mar. 20	Mar. 23	Mar. 25	Mar. 27

Accepted by: Hugh Saturation for File Edit View, Inc. Date

Terms of sale: Net, cash, 30 days from date of invoice on approved credit. The attached terms & conditions are a material part of this quotation and include a limited warranty, disclaimers of warranties, and a limitation of customer's damages and remedies. Acceptance of this offer shall include acceptance of all of the terms & conditions. All applicable taxes will be added to the prices herein. Prices are subject to change based on availability of materials, press time and current price of paper. Proj. # 826-4332

JOBZ! For Printing Sales Terms & Conditions Attachment (Page 2 of 2)
Est# 826-4332 Job# 090305 Example Job, JOBZ! version 9.2.5, March 2009

You (the "Customer") and We ("The Printer") agree as follows:

1. WRITTEN AGREEMENT TO ADDITIONAL TERMS. The specifications, terms and conditions contained hereof (the "agreement") may not be varied by Customer's purchase order or any other document generated by Customer.
2. DESIGNATION OF AGENT. Customer hereby appoints as its agent the person(s) and/or firm(s) designated hereof. Customer's Agent is expressly authorized to act for and on behalf of Customer in connection with the work to be performed hereunder.
3. SUPPLIERS. The Printer shall have the sole right to choose the suppliers from whom it purchases supplies and materials to be used in the performance of the work provided for hereunder.
4. SPECIFICATIONS. All work to be performed hereunder will be performed in a good and workmanlike manner. Exact duplication of colors of ink, paper and other materials is not guaranteed, but every effort will be made to conform to the specifications set forth herein.
5. CANCELLATION OF ORDERS. Orders cannot be cancelled except upon terms that will compensate The Printer for any and all loss, including, without limitation, the cost of any specially ordered materials and an amount for normal overhead and profit.
6. DELIVERY. Unless otherwise specified in writing, the price quoted is F.O.B. The Printer's shipping platform.
7. WAIVER OF CLAIMS. All claims for alleged defects, damages, or shortages in the finished work shall be deemed irrevocably waived unless Customer makes such claim in writing, along with samples demonstrating the complaint, within ten days after Delivery of the finished work. For purposes of this agreement, title to the finished work shall pass to Customer upon the earlier of Delivery of the finished work or the mailing of invoices for the finished work.
8. EXCLUSION AND LIMITATION OF WARRANTIES. The Printer warrants that the finished work is as described in this agreement, but The Printer makes no other express warranty with respect to the finished work. The Printer does not warrant that the finished work is of merchantable quality or that it can be used for any particular purpose.
9. LIMITATION OF LIABILITY. The Printer shall not be liable for any indirect, incidental or consequential damages, including, without limitation, lost profits, sustained or incurred by Customer in connection with the goods furnished under this agreement. The Printer's liability for breach of this agreement, and Customer's remedy therefore, shall be limited to the price of the finished goods, as set forth on the reverse hereof, or replacement of any nonconforming goods, at the option of The Printer.
10. FORCE MAJEURE. The Printer shall have no liability for delays in the performance, or nonperformance, of this agreement occasioned by causes beyond the control of The Printer, including, without limitation, acts of God, war, terrorist events, strikes, lockouts, fires, inability to obtain materials or shipping space, equipment breakdown, delays of carriers or suppliers and governmental acts and regulations.
11. ALTERATIONS. Any work Customer requests The Printer to perform that differs from or is in addition to the original specifications set forth in this agreement is an alteration. Such different or additional work shall be billed to Customer.
12. FILMS, PLATES, NEGATIVES. All lithographic film and plates made by The Printer shall remain the property of The Printer.
13. SPECIALLY ORDERED PAPER. If The Printer purchases paper for a specific Customer and job, and such paper is not used within 45 days of the receipt of the paper by The Printer, The Printer may invoice the Customer for such paper.
14. LIEN ON CUSTOMER PROPERTY. As security for payment of any sums due or to become due under the terms of this agreement, or any other agreement between The Printer and Customer, Customer hereby grants to The Printer a security interest in, a lien upon and the right to retain possession of, sell or use in any way all paper and any other property owned by Customer and in The Printer's possession and all work in process and/or undelivered finished work.
15. MATERIALS FURNISHED BY CUSTOMER. Paper stock, film, and other materials furnished by Customer shall be packed properly and received by The Printer in proper condition and form to meet the manufacturing standards of The Printer. Additional costs incurred by The Printer due to delays in production, damage to equipment or the necessity to correct, repair, replace, substitute, or remake such materials because of Customer's failure to meet such standards shall be charged to Customer. The Printer assumes no responsibility for the condition or quality of materials supplied by Customer or for the color fidelity of a completed product made from film furnished by Customer.
16. PAYMENT TERMS. Subject to credit approval, payment shall be net cash 30 days from the invoice date. Past-due invoices are subject to a service charge of 1 percent per month on the outstanding balance. If there is a dispute between The Printer and Customer regarding amounts due hereunder by Customer, Customer shall pay the undisputed amount to The Printer within the time set forth in this paragraph. The Printer's acceptance of partial payment shall not constitute a waiver of The Printer's right to full payment.
17. SCHEDULING AND PRICES. If preferential scheduling is required to meet deliveries, The Printer shall have the right to adjust the prices to reflect such scheduling.
18. PRODUCTION SCHEDULE. Customer shall furnish and/or return promptly all copy, specifications, artwork, dummies, sketches, proof copies, and other material necessary for the timely performance of work by The Printer. Customer's delay in furnishing or returning the items necessary for production may result in an extension of the scheduled delivery date and/or additional charges for the cost of preferential scheduling at overtime rates.
19. PROOFS. Prior to making press plates, The Printer shall submit proofs for Customer approval. Customer shall return proof marked "O.K." or "O.K. with corrections" and signed by Customer. The Printer shall not be liable for errors if the work is printed in accordance with Customer's O.K. or if changes to the proof are communicated verbally to The Printer. Standing time for presses while The Printer waits for on-press approval or Customer approval of the proofs will be charged at rates in effect at the time of the standing time.
20. QUANTITY VARIATION. Unless otherwise specified elsewhere in this agreement, variations in quantity of 10 percent over or under ordered quantities shall constitute acceptable performance hereunder by The Printer, and any excess or deficiency shall be charged or credited.
21. INDEMNIFICATION. Customer shall indemnify, defend and hold The Printer and its officers, directors, shareholders, employees, agents and representatives (the "Indemnified Parties") harmless from any and all loss, cost, expense, and damages on account of any and all manner of claims, demands, actions and proceedings that may be instituted against any Indemnified Party on any and all grounds, regardless of responsibility for negligence and which might arise in connection with the agreed work, including, without limitations, allegations or claims that the printing violates any copyright or any proprietary right of any person, or that it contains any matter that is libelous or scandalous, or invades any person's right to privacy or other personal or economic rights. The Printer reserves the right, in its sole discretion, to refuse to print any matter which, in its judgment, it shall deem improper, libelous or scandalous.
22. STORAGE AND INSURANCE. Beginning 30 days following the date of the invoice for the finished work, The Printer shall charge Customer at The Printer's current rates for handling and storing all Creative Work, all preparatory work supplied by Customer, including, without limitation, film and computer data used in the preparatory process, and all property owned or claimed to be owned by Customer and remaining under the custody of The Printer, including, without limitation, finished goods, paper and materials furnished by Customer. All Creative Work and Customer's property that is stored with The Printer is stored at Customer's risk, and Customer is responsible for obtaining insurance thereon. The Printer shall not be liable for any loss or damage to such property from any cause whatsoever.
23. TAXES. Appropriate state and local taxes will be added to all applicable invoices. If any job or portion thereof believed to be exempt from sales tax is determined subsequently to be taxable, Customer shall hold The Printer harmless from the tax liability assessed and pay the tax due.
24. ARBITRATION. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration in accordance with the then prevailing rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.
25. ATTORNEYS' FEES. In any action at law or in equity to enforce any of the provisions or rights under this Agreement, the unsuccessful party to such action or proceeding, as determined by an arbitrator in a final judgment, or by a court of law in a final judgment or decree, shall pay the successful party all costs, expenses and reasonable attorneys' fees incurred therein by such party (including, without limitation such costs, expenses and fees on any appeal), and if such successful party shall recover judgment in any such action or proceeding, such costs, expenses and attorneys' fees shall be included as part of such judgment.
26. GOVERNING LAW. The laws of the state in which The Printer maintains its primary legal address shall govern the validity of this agreement, the construction of its terms and the interpretation of the rights and duties of the parties.

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Quotation Summary

Title / Estimate No. / Description		Quantity / Price					
Heidelberg Web Press Brochure		<u>45,000</u>	<u>60,000</u>	<u>75,000</u>	<u>90,000</u>	<u>100,000</u>	<u>120,000</u>
Price		\$21,946.00	\$28,592.00	\$35,108.00	\$41,395.00	\$45,604.00	\$53,889.00
Each		\$0.4877	\$0.4765	\$0.4681	\$0.4599	\$0.4560	\$0.4491
32465 24 pages + cover							
Heidelberg Folder		<u>45,000</u>	<u>60,000</u>	<u>75,000</u>	<u>90,000</u>	<u>100,000</u>	<u>120,000</u>
Price		\$59,401.00	\$78,034.00	\$96,292.00	\$114,081.00	\$125,559.00	\$148,875.00
Each		\$1.3200	\$1.3006	\$1.2839	\$1.2676	\$1.2556	\$1.2406
32463 4 page presentation folder with 2 capacity pockets.							
Heidelberg Service Brochure		<u>45,000</u>	<u>60,000</u>	<u>75,000</u>	<u>90,000</u>	<u>100,000</u>	<u>120,000</u>
Price		\$14,838.00	\$19,586.00	\$24,238.00	\$28,795.00	\$31,674.00	\$37,629.00
Each		\$0.3297	\$0.3264	\$0.3232	\$0.3199	\$0.3167	\$0.3136
Supplied 35" Rolls		2,000#	2,800#	3,200#	3,600#	3,900#	4,100#
32462 12 pages + cover							
Heidelberg Mailing		<u>45,000</u>	<u>60,000</u>	<u>75,000</u>	<u>90,000</u>	<u>100,000</u>	<u>120,000</u>
Price		\$21,188.00	\$27,969.00	\$34,611.00	\$41,118.00	\$45,230.00	\$53,733.00
Each		\$0.4708	\$0.4662	\$0.4615	\$0.4569	\$0.4523	\$0.4478
+ Est. Postage		\$22,450.00	\$29,634.00	\$36,672.00	\$43,556.00	\$47,923.00	\$56,932.00
32468 Collate and Mail 4 Pieces in Catalog Envelope							
Totals		\$117,373.00	\$154,181.00	\$190,249.00	\$225,389.00	\$248,067.00	\$294,126.00
Each		\$2.6083	\$2.5697	\$2.5367	\$2.5043	\$2.4807	\$2.4511

Totals do not include any options or additions that might also be shown.

SALES ORDER TO PRODUCTION 3/5/2009

PDX W-1 George Martin
Project # 826-4332 3/5/2009 12:30:25 PM

Sales Rep: Jim Taylor Invoice Cust #: 13781 Customer: File Edit View, Inc. Hugh Saturation 18338 Las Cumbres Road Los Gatos CA 95033 408 395-8183 	Job: 090305 Est: 826-4332 PO: 123456789 Type: New Job Prev: 090301, 081221	Files 3/18/09 Proofs 3/20/09 Press 3/23/09 Ship 3/25/09 Bal Deliv 3/27/09
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Job Title	Example Job, JOBZ! version 9.2.5, March 2009	PN 12345								
Description	16 pages plus cover									
Versions	Equal quantities of 3 versions, English, Spanish and Klingon. Black type changes only between English and Spanish. Klingon version will require repositioning of 4C photo on outside back cover.									
Size	8.5 x 11									
Flat Size	11 x 17									
Text	100# #1 Gloss Book, FSC Certified, Customer Furnished 5/5: Four Color Process + Spot Gloss Varnish (50%), UV									
Cover	100# #1 Gloss Cover, FSC Certified, Customer Furnished 6/6: 4 Color Process + PMS + OA GV (100%), UV									
Note	Up to five components may be specified, with field labels as needed (cover, text, etc.)									
Proofs	Imposed high resolution color proofs and color digital blue-line									
Furnished	Layout files and PDF Postscript plate-ready files to our specifications									
Color	<table border="1"> <thead> <tr> <th>From</th> <th>To</th> <th>Qty</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>RGB</td> <td>8.5x11</td> <td>4</td> <td>4C Sep</td> </tr> </tbody> </table>	From	To	Qty	Type	RGB	8.5x11	4	4C Sep	Up to 20 rows of color work may be specified
From	To	Qty	Type							
RGB	8.5x11	4	4C Sep							
Finishing	Fold, gather, saddle stitch and trim to final size Die scored cover									
Packaging	Shrinkwrapped in convenient quantities, carton packed									
Freight	FOB Origin Freight Additional Los Payslo CA 95033									

Order Quantity (+/- 5%)	Selling Price	Cost	Sell @
30,000	\$8,788	\$7,323	120.01%

Press Approval Customer & Rep
Match Color To Color Proofs, Ink Drawdown
Screen 175

Production Note This is the short note that appears boxed on the RFE and the SOP

This production details field can contain multiple pages of text if needed. These notes can be part of the RFE or added as the sales rep is turning in the job as an order. Text can be copied from other documents and pasted into this field.

DELIVERY INSTRUCTIONS File Edit View, Inc - Example Job, JOBZ! version 9.2.5

Customer: File Edit View, Inc.

Est# 826-4332 Job# 090305

Rep: Jim Taylor

Job Title: Example Job, JOBZ! version 9.2.5, March 2009 PN 12345

Proj #: 826-4332

Date: Mar 5, 2009

PO #: 123456789

Sales Samples: 10 for Sales Rep **Customer Samples:** 100

General Delivery Notes: These notes apply to all of the destinations

Order Qty: 30,000 (+/- 5%)

Destined: 30,100

Difference: -100

Customer Contact:

File Edit View, Inc.
Hugh Saturation
18338 Las Cumbres Road
Los Gatos CA 95033
408 395-8183

Proofs ATTN:

Aaron Aardvark
Aaron Aardvark Advertising
123 Main Street
Los Alamitos NM 12345

Invoice ATTN:

Accounts Payable
File Edit View, Inc.
PO Box 18338
Los Gatos CA 95033

Samples & Delivery Destinations:

100 Samples Ship: 3/25/2009 Due: 3/27/2009 Via: Sales Rep

File Edit View, Inc.
Hugh Saturation 408 395-8183
18338 Las Cumbres Road
Los Gatos CA 95033

Delivery Notes can be stored for each contact in the ADDRESS database, and will flow into a job when specifying delivery destinations. These notes are specific to Hugh Saturation

5000 Qty. Ship: 3/25/2009 Due: 3/27/2009 Via: Truck

11 by Seventeen
Chicago Store #8 630-837-4500
1536 Bourbon Parkway
Streamwood IL 60107

Chicago Store #8 Call for receiving appointment. Receiving hours 9 am to 4 pm weekdays only. Max. weight per carton 40 lbs. Part# and PO# on all cartons. Copy all bills of lading to Central Receiving, 11 by Seventeen.

5000 Qty. Ship: 3/25/2009 Due: 3/27/2009 Via: Truck

11 by Seventeen
Long Beach Store #23 562.683.3402
2801 E. Spring Street Suite 270
Long Beach CA 90806

Central Receiving is the destination for any allowable over-runs. Do not deliver overs to any other location. Max. weight per carton 40 lbs. Part# and PO# on all cartons.

10000 Qty. Ship: 3/25/2009 Due: 3/27/2009 Via: Truck

11 by Seventeen
LA Store #14 714-593-4000
19802 Isthmus Lane
Huntington Beach CA 92646

Central Receiving is the destination for any allowable over-runs. Do not deliver overs to any other location. Max. weight per carton 40 lbs. Part# and PO# on all cartons.

10000

11 by Seventeen
Central Receiving 510-837-4500
1536 Valley Parkway
Stockton CA 97524

Central Receiving is the destination for any allowable over-runs. Do not deliver overs to any other location. Max. weight per carton 40 lbs. Part# and PO# on all cartons



Printing Sales Software

18338 Las Cumbres Road
Los Gatos, CA 95033
408-395-8183
jim@carpedata.com
http://www.carpedata.com

PO No. 123456789
March 5, 2009 Est# 826-4332 Job# 090305
pressok@yahoo.com 408 395-8183

Confirmation: Hugh Saturation, File Edit View, Inc.

Thank-you for choosing us. Your order is in production as follows:

Title	Example Job, JOBZ! version 9.2.5, March 2009	PN 12345
Description	16 pages plus cover	
Versions	Equal quantities of 3 versions, English, Spanish and Klingon. Black type changes only between English and Spanish. Klingon version will require repositioning of 4C photo on outside back cover.	
Size	8.5 x 11	
Flat Size	11 x 17	
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Cover	100# #1 Gloss Cover, FSC Certified, Customer Furnished 6/6: 4 Color Process + PMS + OA GV (100%), UV	
Note	Up to five components may be specified, with field labels as needed (cover, text, etc.)	
Proofs Furnished	Imposed high resolution color proofs and color digital blueline Layout files and PDF Postscript plate-ready files to our specifications	
Finishing	Fold, gather, saddle stitch and trim to final size Die scored cover	
Packaging Freight	Shrinkwrapped in convenient quantities, carton packed FOB Origin Freight Additional Los Payslo CA 95033	



(+/- 5%)

Qty / Price	30,000	\$8,788	Ea. \$0.2929
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Files	Wed 3/18/09
Proofs	Fri 3/20/09
Press	Mon 3/23/09
Ship	Wed 3/25/09
Bal Deliv	Fri 3/27/09


These schedule notes appear on documents that are directed to production and to the customer, as well as in list views of jobs.

Thank you,

Jim Taylor
JOBZ! For Printing Sales

Mailing Order Entry

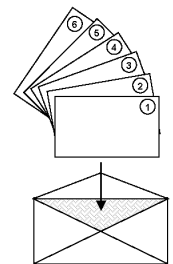
NY Patsi Cline
 Proj.# 826-2674 4/14/2009 7:38:22 AM

Sales Rep: Jim Taylor	Mail Est: 121211	Job: 826-2674
Invoice Cust #: 1345ap	Cost: \$4,800.00	Est: 234570
Customer: Database Testing, Inc.  Amber Lith 18338 Las Testing Road Los Gatos CA 95033 408 395-8183	Sell: \$7,925.00 165%	PO: 123456 Type: New Job Prev: 60933
Job Title: If You See Her, Say Hello Part# 2009292		

Total Mailing Qty: 54,000 **Postage Estimate:** \$12,458.00 \$0.2307

Specifications:
 Permit Imprint
 Open new permit
 First Class Mail
 Presorted
 Local / regional mailing
 Base data services (address mgmt, presort)
 NCOA (National Change of Address)
 ARS (Address Resolution Service)
 DSF²/ Compile walk sequence info
 PDF soft proof
 # of Variable data placeholders: 4
 Ink jet address/ 1" Printhead
 Tabbing - 1 tab
 Clear tabs
 Apply indicia with ink jet
 Envelope size: 9x12
 # Inserts per package: 2

Schedule:
 Press Tue 4/28/09
 Ship Wed 4/29/09
 Bal Deliv Thu 4/30/09
 Mail List Mon 4/27/09
 Postage Tue 4/28/09
 Mail Thu 4/30/09
 Qty 1 34,000
 In Home Wed 5/6/09



Subsequent Mail Drops
 Mon 5/2/05 10,000
 Thu 5/5/05 10,000

Important notes about the schedule.

Inserting Order:

Insert #	1	2				
Spine	first	first				
Face	down	down				
Size	4x6	8.5x11				
Part #	Reply	Catalog				
Rev #	4/09	A				

Job Specifications

Title If You See Her, Say Hello 2009292

Description 24 pages + cover

Notes These are spec notes which appear on the Request for Estimate, on the Proposals and the Work Order (Sales Order to Production.) You can choose the label that occurs to the left. Specifications, once entered, are recycled throughout the project's life.

Size 8.5 x 11

Text Centura Dull 100# Book 5/5 = 4C Process + SGV (medium coverage)

Cover Centura Dull 100# Cover 5/5 = 4C Process + FGAQ (heavy coverage)

Proofs Imposed inkjet; color digital blueline

Furnished Layout files and lasers Plate-ready files to our specifications

Finishing Scored, trimmed & folded (folder score) Foldout trims flush with face

Packaging & Freight Skid packed bulk FOB Origin Freight Additional Menlo Park CA 94025-1108

Hugh Saturation
 File Edit View, Inc.
 18338 Las Cumbres Road
 Los Gatos CA 95033

Date: 3/5/09
 Job # 090305
 PO # 123456789
 Est No. 826-4332

Summary of Author's Changes Example Job, JOBZ! version 9.2.5, March 2009

Description	Amount
1 Use JOBZ! to handle Author's Changes, and improve efficiency and profits. Data is entered easily, then sorted and presented in several possible ways, as printed/PDF forms or as plain text emails.	\$4,375
2 Amounts automatically total with the original quote to display the current job cost when sending an order update to the customer.	\$125
3 JOBZ! can also present AC's sorted by Shot and Round, with an unlimited number of line items summarized by each. The description of a Shot can be any text, such as "Center Spread." The Round can be text only, such as "1st Round" or can be the date, which is entered automatically. There is no limit to the number of Rounds or Shots and no limit to the number of such line items within rounds.	\$375
4 After sending by email or printing, the content is automatically added to the Job History field. The cumulative total automatically becomes part of the invoice draft to speed the billing cycle.	\$50
5 To present an Author's Changes memo to the client, just select a format that suits you- sorted by numerical order, by Round or by Shot. If you choose by Shot, it also sub-totals by Round.	\$125
6 Negative amounts can be entered as credits.	-\$100
7 A Production Planner or Estimator could enter the ACs for the Rep, who could edit them before sending to the customer.	\$500
8 There is no limit to the number of Rounds, or the number of line items. When printed out, the line items are numbered automatically. You may change the sequence if you wish, from the order they were created in, to any other numerical sequence. Line items are also easy to delete.	\$100
9 AC's can be re-sequenced in any order you like, by re-numbering them, and a whole set of AC's can be cloned over to a different job number.	\$125
10 The AC's can be sent by email to either the plant or the customer. The email can be a PDF with your corporate identity and sales rep signature, or can be a plain text message.	\$250
11 If you are not using the summary by Shot or Round, you can order the AC's in any sequence you wish by changing the default numerical order of creation.	\$125
12 The entire sequence can be re-numbered automatically from 1 up by clicking a button.	\$125
13 Memos to the Plant also display a field for internal comments, (not visible to customer) as well as a code- e.g.: AC, HE, NC etc. memos to the plant offer the option of including the prices, or not.	\$100
14 If you are using JOBZ! on a network, a sales-support coworker can do the data entry, and the rep can review, edit and send.	\$250

- 15 The Input screen shows at a glance how many AC's have been written on the job, and how much the cumulative total is. Also, the memos display the AC total as well as the total job costs to date (Proposal + AC's) \$100
- 16 We all know that an AC that has been communicated to the customer while the job is in production is more likely to be accepted at the invoice stage. \$99

Author's changes to date:	\$6,724
Quote:	\$8,788
Total job costs to date:	\$16,334

Costs for these Author's Changes will be included on our invoice.

Accepted For: File Edit View, Inc.

By: Hugh Saturation

X _____

Date _____

If you have any questions, please call.

Thank you,



Jim Taylor

JOBZ! For Printing Sales

Hugh Saturation
 File Edit View, Inc.
 18338 Las Cumbres Road
 Los Gatos CA 95033

Date: 3/5/09
 Job # 090305
 PO # 123456789
 Est No. 826-4332

Summary of Author's Changes Example Job, JOBZ! version 9.2.5, March 2009

Description	Amount
Center Spread	\$5,400
1 Use JOBZ! to handle Author's Changes, and improve efficiency and profits. Data is entered easily, then sorted and presented in several possible ways, as printed/PDF forms or as plain text emails.	\$4,375
2 Amounts automatically total with the original quote to display the current job cost when sending an order update to the customer.	\$125
3 JOBZ! can also present AC's sorted by Shot and Round, with an unlimited number of line items summarized by each. The description of a Shot can be any text, such as "Center Spread." The Round can be text only, such as "1st Round" or can be the date, which is entered automatically. There is no limit to the number of Rounds or Shots and no limit to the number of such line items within rounds.	\$375
4 To present an Author's Changes memo to the client, just select a format that suits you- sorted by numerical order, by Round or by Shot. If you choose by Shot, it also sub-totals by Round.	\$125
5 There is no limit to the number of Rounds, or the number of line items. When printed out, the line items are numbered automatically. You may change the sequence if you wish, from the order they were created in, to any other numerical sequence. Line items are also easy to delete.	\$100
First Round	\$5,100
6 After sending by email or printing, the content is automatically added to the Job History field. The cumulative total automatically becomes part of the invoice draft to speed the billing cycle.	\$50
7 If you are using JOBZ! on a network, a sales-support coworker can do the data entry, and the rep can review, edit and send.	\$250
Second Round	\$300
Cover Photo	\$1,324
8 Negative amounts can be entered as credits.	-\$100
9 A Production Planner or Estimator could enter the ACs for the Rep, who could edit them before sending to the customer.	\$500
10 Memos to the Plant also display a field for internal comments, (not visible to customer) as well as a code- e.g.: AC, HE, NC etc. memos to the plant offer the option of including the prices, or not.	\$100
First Round	\$500

- 11 AC's can be re-sequenced in any order you like, by re-numbering them, and a whole set of AC's can be cloned over to a different job number. \$125
- 12 The AC's can be sent by email to either the plant or the customer. The email can be a PDF with your corporate identity and sales rep signature, or can be a plain text message. \$250
- 13 If you are not using the summary by Shot or Round, you can order the AC's in any sequence you wish by changing the default numerical order of creation. \$125
- 14 The entire sequence can be re-numbered automatically from 1 up by clicking a button. \$125
- 15 The Input screen shows at a glance how many AC's have been written on the job, and how much the cumulative total is. Also, the memos display the AC total as well as the total job costs to date (Proposal + AC's) \$100
- 16 We all know that an AC that has been communicated to the customer while the job is in production is more likely to be accepted at the invoice stage. \$99

Second Round	\$824
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Author's changes to date:	\$6,724
Quote:	\$8,788
Total job costs to date:	\$16,334

Costs for these Author's Changes will be included on our invoice.

Accepted For: File Edit View, Inc.
 By: Hugh Saturation

X _____
 Date _____

If you have any questions, please call.
 Thank you,



Jim Taylor
 JOBZ! For Printing Sales

Change Order 090305 -

Date: 3/5/09

Sales: Jim Taylor

Production: George Martin

Customer: File Edit View, Inc.

Estimate: 826-4332

Job Title: Example Job, JOBZ! version 9.2.5, March 2009

Instructions (Plant & Customer)	Hours	Internal	#
<p>Center Spread</p> <p>Use JOBZ! to handle Author's Changes, and improve efficiency and profits. Data is entered easily, then sorted and presented in several possible ways, as printed/PDF forms or as plain text emails.</p>	AC	Done	1
<p>Center Spread</p> <p>Amounts automatically total with the original quote to display the current job cost when sending an order update to the customer.</p>	AC	Done	2
<p>Center Spread</p> <p>JOBZ! can also present AC's sorted by Shot and Round, with an unlimited number of line items summarized by each. The description of a Shot can be any text, such as "Center Spread." The Round can be text only, such as "1st Round" or can be the date, which is entered automatically. There is no limit to the number of Rounds or Shots and no limit to the number of such line items within rounds.</p>	AC	Done	3
<p>Center Spread</p> <p>After sending by email or printing, the content is automatically added to the Job History field. The cumulative total automatically becomes part of the invoice draft to speed the billing cycle.</p>	AC	Done	4
<p>Center Spread</p> <p>To present an Author's Changes memo to the client, just select a format that suits you- sorted by numerical order, by Round or by Shot. If you choose by Shot, it also sub-totals by Round.</p>	AC	Done	5
<p>Cover Photo</p> <p>Negative amounts can be entered as credits.</p>	HE	Due	6
<p>Cover Photo</p> <p>A Production Planner or Estimator could enter the ACs for the Rep, who could edit them before sending to the customer.</p>	HE	Due	7
<p>Center Spread</p> <p>There is no limit to the number of Rounds, or the number of line items. When printed out, the line items are numbered automatically. You may change the sequence if you wish, from the order they were created in, to any other numerical sequence. Line items are also easy to delete.</p>	AC	Due	8
<p>Cover Photo</p> <p>AC's can be re-sequenced in any order you like, by re-numbering them, and a whole set of AC's can be cloned over to a different job number.</p>	AC	Due	9
<p>Cover Photo</p> <p>The AC's can be sent by email to either the plant or the customer. The email can be a PDF with your corporate identity and sales rep signature, or can be a plain text message.</p>	AC	Due	10
<p>Cover Photo</p> <p>If you are not using the summary by Shot or Round, you can order the AC's in any sequence you wish by changing the default numerical order of creation.</p>	AC	Due	11

JOBZ! Printing Sales Software

Jim Taylor
Carpe Data
18338 Las Cumbres Road
Los Gatos, CA 95033

Accounts Payable
File Edit View, Inc.
PO Box 18338
Los Gatos CA 95033

Date: March 30, 2009
Invoice # **090305**
Purchase Order # 123456789
Our Job # 090305
Sales # 826
Customer # 13781

PRO-FORMA INVOICE

31,500	Example Job, JOBZ! version 9.2.5, March 2009 16 pages plus cover	12345	
30,000	Copies as quoted @		\$8,788.00
1,500	Additional/less copies @ \$292.92 /M		\$439.00
	Author's Changes per memo 3/5/09 to Hugh Saturation		\$6,724.00
	Last minute change		\$125.00
	Up to 5 additional last minute charges		\$258.00



Subtotal	\$16,334.00
Freight	\$1,250.00
Invoice Total	\$17,584.00

Due \$17,584.00

Terms of sale: Net, cash, 30 days from date of invoice on approved credit.

A Pro-Forma Invoice can be presented to the customer for approval prior to the actual billing of the job. An Invoice draft prepared by the sales rep can be compared to an invoice draft prepared by accounting. The only information needed to prepare an accurate invoice draft or pro forma invoice is the shipping quantity.

JOBZ! Printing Sales Software

Jim Taylor
Carpe Data
18338 Las Cumbres Road
Los Gatos, CA 95033

Accounts Payable
File Edit View, Inc.
PO Box 18338
Los Gatos CA 95033

Date: March 30, 2009
Invoice # **090305**
Purchase Order # 123456789
Our Job # 090305
Sales # 826
Customer # 13781

SALES DRAFT FOR BILLING

31,500	Example Job, JOBZ! version 9.2.5, March 2009 16 pages plus cover	12345	
30,000	Copies as quoted @		\$8,788.00
1,500	Additional/less copies @ \$292.92 /M		\$439.00
	Author's Changes per memo 3/5/09 to Hugh Saturation		\$6,724.00
	Last minute change		\$125.00
	Up to 5 additional last minute charges		\$258.00



Subtotal	<hr/>	\$16,334.00
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Invoice Total	<hr/>	\$17,584.00

Due \$17,584.00

Terms of sale: Net, cash, 30 days from date of invoice on approved credit.

An Invoice draft prepared by the sales rep can be compared to an invoice draft prepared by accounting. The only information needed to prepare an accurate invoice draft or pro forma invoice is the shipping quantity.