

QP

Quality Platemaking, Inc.

S.tandard

O.rder

P.rocessing

M.annual

Production Order

Initial _____ Date ____/____/____

Customer # _____

SHIPPING INFO

Art to: _____

Plates to: _____

Mini to: _____

BILLING

OUTSIDE EXPENSES

QUOTED **Y** **N**

JOB ID _____

Cust. PO# _____

DUE DATES

Graphics _____
 Mini _____
 Plate _____
 Fax to: _____

PRE-PRODUCTION _____

Graphics
 Engraving
 Master
 Photopolymer _____
 Molding _____
 Stickyback thk. _____
 Mounting 24 35 50 66 _____
 Mylar/attached _____
 UPC ordered/date-time _____
 INSTRUCTION SHEET ATTACHED

<input type="checkbox"/> OLD MATS	ALL/PARTIAL
<input type="checkbox"/> OLD NEGS	ALL/PARTIAL
<input type="checkbox"/> OLD ART	ALL/PARTIAL
<input type="checkbox"/> ART/PENDING	ALL/PARTIAL
<input type="checkbox"/> ART W/ORDER	ALL/PARTIAL
<input type="checkbox"/> ART/COMPUTER	ALL/PARTIAL

REFERENCE INFO

Date _____ Job ID # _____
 Customer _____

Computer

Date _____/_____/_____
 File Name _____

INSTRUCTIONS

Production Orders
 should arrive
 at order entry with
 the highlighted
 sections completed.

MINI # SETS _____ # COLORS _____
 # SETS _____ # COLORS _____

For approval Computer Manual

COMPUTER

Match exact ALL/PARTIAL
 Close as possible
 Standard format
 Choice

ART

Flex at _____% TB LR WC CC
 Shoot at _____%
 Box size per _____
 Copy size per _____
 Centermark
 Dup. negs
 Stats/Copies/Dylux
 Loose/Mounted/Mockup
 Tissue break/Overlays
 Color key
 Send original
 Keep original
 Obsolete old
 Return Cust: _____

PROOFING _____

Production Order

Initial _____ Date ____/____/____

Customer # _____

SHIPPING INFO (1)
 Art to: _____

 Plates to: _____

 Mini to: _____

BILLING

(3)

OUTSIDE EXPENSES

QUOTED Y N

JOB ID _____

Cust. PO# _____

DUE DATES (2)
 Graphics _____
 Mini _____
 Plate _____
 Fax to: _____

PRE-PRODUCTION _____

Graphics
 Engraving
 Master
 Photopolymer _____
 Molding _____
 Stickyback thk. _____
 Mounting 24 35 50 66 _____
 Mylar/attached _____
 UPC ordered/date-time _____
 INSTRUCTION SHEET ATTACHED

OLD MATS ALL/PARTIAL
 OLD NEGS (8) ALL/PARTIAL
 OLD ART ALL/PARTIAL
 ART/PENDING ALL/PARTIAL
 ART W/ORDER ALL/PARTIAL
 ART/COMPUTER ALL/PARTIAL

REFERENCE INFO (9)
 Date _____ Job ID # _____
 Customer _____

Computer (10)
 Date _____/_____/_____
 File Name _____

MINI # SETS _____ # COLORS _____ (5)
 # SETS _____ # COLORS _____
 For approval Computer Manual

COMPUTER

Match exact ALL/PARTIAL
 Close as possible (6)
 Standard format
 Choice

ART

Flex at _____% TB LR WC CC
 Shoot at _____%
 Box size per _____
 Copy size per _____
 Centermark
 Dup. negs
 Stats/Copies/Dylux
 Loose/Mounted/Mockup (7)
 Tissue break/Overlays
 Color key
 Send original
 Keep original
 Obsolete old
 Return Cust: _____

INSTRUCTIONS (11)

PROOFING _____

Production Order

Initial _____ Date ____/____/____

Sales / CPS / Incoming Procedures Note: Write orders with black or blue ink. (Never red)
Do incoming procedures with inks that *contrast* with the order writing ink.

Sales must fill in all the highlighted portions of the order.

Customer # _____ _____ _____	
<u>SHIPPING INFO</u>	
Art to: _____ _____	
Plates to: _____ _____	
Mini to: _____ _____	

CUSTOMER

Write in the CUSTOMER Name here. Companies with multiple branches must have that city shown for shipping address. The customer # is mandatory.

SHIPPING INFO

For any component of the job shipped to an address other than that filed for the Customer (whose customer # appears on the order.) Shipping addresses that are new must be added to the COVALENT system.

JOB ID _____

Cust. PO# _____

DUE DATES



Graphics _____

Mini _____

Plate _____

Fax to: _____

JOB ID

As concise yet informative as possible. If there is a hierarchy of ID information it should be as thorough as possible, especially with database information retrieval in mind. Especially note our customer's client or their manufacturers or brands; then sub-brands and packaging levels: flavor, size, count, variety.

PO #

Processing orders through the system generally require PO#.

DUE DATES

Any dates that precede the final product dates, like miniatures or graphics for approval, must be entered here. "Fax to" info needs personal names and phone numbers.

If there is a change to the order (before or after approval) Use a "Change to Order" form. See *Addendum 1*

Sales / CPS Incoming Procedures Note:

If an order returns after approval mark whatever has been approved as such and include the date.

BILLING		
3		
OUTSIDE EXPENSES		
QUOTED	Y	N

BILLING

Price quoted entered here after production is complete or N/C entry when order is entered.

OUTSIDE EXPENSES

Filled out by production staff for services or materials purchased through other sources. Examples would be hand engraved rubber plates, magnesium engravings or color separations.

QUOTED

Quoted orders should be so noted with the Quotation # entered.

PRE PRODUCTION

The dashes that follow this header are for those who approve the order as production ready to initial. If the order is sent out for pre-approval of graphics, when it re-enters the system (modified for final product in COVALENT) the sign off is done again.

MASTER

only if new rubber plates are made is this required.

PHOTOPOLYMER

Do not check if the order is for art for approval, but thicknesses and material types must be written in. This way art can prepare with proper flex routine.

MOLDING

Do not check if the order is for art for approval. Default (*with no description or thickness*) means we will make natural rubber plates @ .250 thickness. Other material types and thicknesses must be written in.

STICKYBACK THICKNESS

thickness must be written in.

MOUNTING

This box checked means the plates will be set up for press by QP, before delivery to the customer. The cylinder size most closely matching their press must be circled, unless written in. A complete mounting spec. must accompany the order.

GRAPHICS

this is a "yes or no" box if the order requires it

ENGRAVING

this is a "yes or no" box if the order requires it

PRE-PRODUCTION

- Graphics
- Engraving
- Master
- Photopolymer _____
- Molding _____
- Stickyback thk. _____
- Mounting 24 35 50 66 _____
- Mylar/attached _____
- UPC ordered/date-time _____
- INSTRUCTION SHEET ATTACHED



PRE PRODUCTION CONTINUED

MOUNTING CONTINUED

Sales / CPS Incoming Procedures Note: Even if the job is not to be mounted, the cylinder size must be shown for graphic requirements. Images that noticeably distort from cylinder flex require flex compensation. Graphics that closely register to packaging construction details (die cut scoring or bag seal fins) require this check.

Flexing Notes: Ask the question: Will the customer accept art for approval that is flexed? Doing so at this stage saves time and effort and money for the customer, rather than when done afterward.

MYLAR

CAD mylar drawings of package construction dictate graphics procedures. If the mylar is attached to the order it needs labeling by Job ID and QP job#. If it is to arrive by modem or delivery service, that fact and the time of arrival needs to be noted. This will be referenced by our customer's spec# or job ID name at the die manufacturer.

Sales / CPS Incoming Procedures Note: CAD Files are essential for the computer portion of the work when doing die-cut containers. If the job will have a mylar die drawing, it will have a CAD File as well.

This computer file (*or mylar*), at the cutting die manufacturer, is available to QP free (*only if*, at the time they order their cutting die, our customer orders it on behalf of QP, *or if* the die is still being made.)

It is essential to call them or notify CPS to do so at the time of a QP order placement. If we do this after the die has been delivered we are charged.

UPC

A UPC must be ordered from our service. Order form and fax confirm slip must accompany the order to verify when ordered, the number of the code and if it is on the computer bulletin board. *See Addendum 2*

INSTRUCTION SHEET ATTACHED

If extra room for written instructions requires an instruction sheet, this check will note it is there to be seen. *See Addendum 3*
Use a "Change to Order" form if required. *See Addendum 1*

PRE-PRODUCTION _____

- Graphics _____
- Engraving _____
- Master _____
- Photopolymer _____
- Molding _____
- Stickyback thk. _____
- Mounting 24 35 50 66 _____
- Mylar/attached _____
- UPC ordered/date-time _____
- INSTRUCTION SHEET ATTACHED**




MINI

A complete mini spec. sheet (*See Addendum 4*) must accompany the order if miniatures or mini layouts are to be produced. If a miniature is to be produced, the number of colors and sets will be entered here. If any element comes from outside the computer environment, (QP file art, customer supplied mechanicals, illustrations needed) then the miniatures are done manually.

Mini layouts vs. miniatures. Especially in proof/approval situations by the customer, the convention is that we *do not make* a header for layouts. In either case the outside view panel sequence is *required* information.

MINI # SETS _____ # COLORS _____
SETS _____ # COLORS _____

For approval Computer Manual



If miniatures are being sent for the customer to approve, this check needs to be used.

If the entire miniature can be done within the computer, this check needs to be used.

Art Dept. Standard Procedures Note: When creating the header for the job, immediately following the job# place a capital "C" or "M" to denote if the miniature was made manually or in the computer.

Sales / CPS Incoming Procedures Note: Computer Miniatures require: a copy taken of the order's face and miniature spec. sheet. Manual miniatures require: copies of the order face, mini spec. sheet, container spec. and anything pertinent about the layout references (old layouts, old miniatures etc.) If it is impossible to copy all references for manual miniatures then the computer mini procedure is used and the other references will be gathered by the miniature department while the order is in the shop. All copies are routed to the miniature department.

COMPUTER

- Match exact
- Close as possible
- Standard format
- Choice

ALL/PARTIAL**COMPUTER**

These four boxes represent a style/graphics decision. Historically this was used as a reference to type styles only. Be very careful to provide samples and references, either from the job itself or from art files or old jobs or proofs. This is not to be used for layout specs. Use the check "standard format" very judiciously. Only on rare occasions is this an accurate or efficient reference. Print samples are better than any other reference. Note that match exact is only possible with digital files. Any mechanical/hand work can come very close but will not technically be an exact match.

ALL/PARTIAL

This relates to whether or not the entire job can or cannot be done within the computer environment. If any element comes from outside the computer environment, (QP file art, customer supplied mechanicals, old mats, old negs or any illustrations needed) then the job is done partially in the computer.

ART

FLEX

Use the flex table (*See Addendum 5*) that states flex values for various materials on various cylinder sizes. The direction of flex is marked as well, referencing which way the job runs through the press. Top to Bottom / Left to Right / With Corrugation / Cross Corrugation

SHOOT

This can be used two different ways: 1) Shoot the art @ some percentage of the original to achieve the desired size for the order or 2) mark @ 100.5% to use for rubber plates (which accounts for their shrinkage) in close register jobs either registering colors or to the package construction.

BOX SIZE PER

spec. / mylar / attached sample.....these are typical information sources to be written in

COPY SIZE PER

instructions / spec. / sample.....these are typical information sources to be written in

CENTERMARK

Art Dept. Standard Procedures Note:
any multi-color job needs centermarks
Platemaking Standard Procedures Note:
Polymer plates require ink centermarks made from raised neg guides, which are then removed.
Rubber plates need scribe lines in the mold prior to platemaking.

ART

- Flex at _____% TB LR WC CC
- Shoot at _____%
- Box size per _____
- Copy size per _____
- Centermark
- Dup. negs
- Stats/Copies/Dylux
- Loose/Mounted/Mockup
- Tissue break/Overlays
- Color key
- Send original
- Keep original
- Obsolete old
- Return Cust: _____



PROOFING _____

ART CONTINUED

DUP NEGS

Any sheet polymer job or thin plates that are made from new art require this check.

Sales / CPS / Incoming Standard Procedures Note:

Write "7 mil negs", the proper plate negs for sheet or thin plates.

For liquid jobs write "Full set of negs" next to this line when the *entire* job (for example: all four panels of an RSC which are duplicates within the job; or a simple set of small multiple plates) can be made into plates within the liquid unit frame of 30" x 48". If one-half of the plating negs exceed 24" x 30", then the plate negs will be set up once and the liquid is poured twice.

For sheet polymer jobs the same contingency is used for the size cut-off of 42" x 60", because this size is available in all of our sheet polymers.

STATS / COPIES / DYLUX

Choose one of these to be produced for your order; check the box *and* circle the item.

Sales / Incoming Procedures Note: stats are more durable and are original art. Copies are fast and less expensive. Copies refers to laser *or* xerox proofs; discretion of the art department. Both are faxable. Dylux proofs are used typically for more than one color, although not recommended for more than three colors.

ART

- Flex at _____% TB LR WC CC
- Shoot at _____%
- Box size per _____
- Copy size per _____
- Centermark
- Dup. negs
- Stats/Copies/Dylux
- Loose/Mounted/Mockup
- Tissue break/Overlays
- Color key
- Send original
- Keep original
- Obsolete old
- Return Cust: _____



PROOFING _____

ART CONTINUED

LOOSE / MOUNTED / MOCKUP

Loose and mounted refer to presentation method desired for the stats or copies. Mockup refers to making a mock container from a sample using whatever materials that would render the graphics as the customer needs to see them. Some times color keys are used on mockups but usually they are one color.

TISSUE BREAK / OVERLAYS

Refers to presentation format. Mounted art in one color with color break drawn on tissue. Overlays refers to film positive overlays to see colors.

COLOR KEY

Color overlay of acetate film, better renders color break than tissue drawn. Limited palette of colors.

SEND ORIGINAL & KEEP ORIGINAL

If an original is sent, then reference copy is needed @ QP and the original needs to be returned for plating unless the art is done again. If we keep original and send a copy then QP has plating art and a reference. *Art Dept. Standard Procedures Note:* Whenever possible, any proof created must have two copies. One for the customer and one for sales as a reference. When approval has been obtained, we do not always get the customer's copy returned.

OBSOLETE OLD

If checked, write what files are at QP that need to be removed. Refers generally to mechanicals or miniatures, or computer files.

RETURN CUST:

Refers generally to those materials that were supplied with the order and intended to be returned to the our customer or their contacts. About saddles brought in for references, if this box is not checked they will be disposed of.

PROOFING

This is reserved for those that proof the order at the final stage through QP.

ART

- Flex at _____% TB LR WC CC
- Shoot at _____%
- Box size per _____
- Copy size per _____
- Centermark
- Dup. negs
- Stats/Copies/Dylux
- Loose/Mounted/Mockup
- Tissue break/Overlays
- Color key
- Send original
- Keep original
- Obsolete old
- Return Cust: _____



PROOFING _____

<input type="checkbox"/>	OLD MATS	ALL/PARTIAL
<input type="checkbox"/>	OLD NEGS	ALL/PARTIAL
<input type="checkbox"/>	OLD ART	ALL/PARTIAL
<input type="checkbox"/>	ART/PENDING	ALL/PARTIAL
<input type="checkbox"/>	ART W/ORDER	ALL/PARTIAL
<input type="checkbox"/>	ART/COMPUTER	ALL/PARTIAL



REFERENCE MATERIALS LIST

OLD MATS ALL / PARTIAL

Filled out by Sales or CPS at order entry

OLD NEGS

Filled out by Sales or CPS at order entry

OLD ART

Filled out by Sales or CPS at order entry

ART / PENDING

Filled out Art Dept... after work is done to the order

ART W/ORDER

Filled out by Sales or CPS at order entry

ART / COMPUTER

Filled out Art Dept... after work is done to the order

Sales / CPS Incoming Procedures Note:

“All o/m”: orders go to shipping after order entry to find o/m. Then re-checked @incoming (or out in the plant depending on size)

“Partial o/m”: (*See Addendum 6*) Highlight the o/m line *after* the following is complete: Copies have been made of the order face and of the needed references for o/m retrieval. *After* these materials go to shipping for retrieval and are re-checked, (to determine what typesetting still remains for the job and the order is marked as such) check-mark the highlighted line. *After* this is completed route the o/m with order copies to molding and route the production order to the art department.

REFERENCE INFO Date _____ Job ID # _____ Customer _____
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REFERENCE INFO

Sales / CPS must enter the information in these areas. Make copies of the order to reference any instructions used on the last job that affect source materials available on today's order. You can write in "See Ref" if you have an order copied and it is attached.

<u>Computer</u>	
Date	____ / ____ / ____
File Name	_____



COMPUTER

This is filled by the Computer Department for future reference

INSTRUCTIONS



INSTRUCTIONS

The most subjective part of the order and the most important. Clear, thorough, concise instructions about specific customer requests are to be written out here. Please write the first lines with our customers' accounts payable personnel in mind. Try to write a good description that fits your job so that when we bill with this wording it is easy to understand. If you are unsure about how to write an instruction, please ask for help writing what you want. That way questions will be asked up-front and something will be written down on paper so that no verbal instructions get lost or misunderstood.

Notes:

- 1) Customer specs must be marked with inside/outside view and lead edge or thru-press direction information.
- 2) Expect two copies to be made on any proof we make. See section 7. Customers often keep the proof we send out and notify us to continue with a phone call. A proof needs to accompany the order when it returns for changes or the next order stage. Any art returned to make plates needs a reference that verifies that it is *the* approved version. Write the date on this copy also.
- 3) Line screen values that your job requires should be noted.
- 4) Note if you have ordered a CAD drawing for modern delivery.
- 5) If you bring in an unknown disk (without a hard-copy proof attached) and you need to know what is on it (especially multi-colors for trap, bleed etc.) you need to write an order that specifies this activity. We can proof in color or black and white.
- 6) Any samples of copy that show what you are asking for make excellent references. Visual samples are the best if they are obtainable.
- 7) If there is any question as to what a "set" of plates is, then write out those plates that might be extra to the set, or what the set includes or excludes.