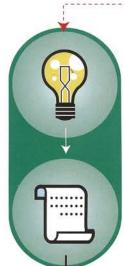
WORKFLOW



IDEA

Marketing Manager, Technical Editor, Production Manager, Office Assistant, HR Director, Print Buyer, Purchasing Agent and on and on.

QUOTE/ REORDER

Sales Rep, CSR, Owner, Production Manager, Estimator.



ESTIMATE

Estimator, Owner, Sales Rep.



PLANNING

Production Manager



SCHEDULING

Production Manager, Owner, Prepress/ Press and Bindery Supervisors.



CUSTOMEF SERVICE

CSR, Sales Rep, Owner.



FILE CREATION & SUBMISSION

Graphic Designer, Art Director, Freelance Artist, Print Purchaser, Office Admin and on and on.



DATABASE

IT Specialist, Prepress Operator



PREFLIGHT

Prepress Operator, Preflight Specialist, Content Creator.



Prepress Operator, Digital Press Operator



Prepress Operator, Content Creator.

ARCHIVE

Prepress Operator, Digital Press Operator, Content Creator, IT Specialist.



TRADITIONAL PRESS

Pressroom Supervisor, Head press Operator, Helper, Feeder Operator.



DIGITAL PRESS

Digital press Operator, Prepress Operator and on and on.



ELECTRONIC DELIVERY

IT Specialist, Web Designer, Prepress Operator.



FOLDING

Bindery Operator, Bindery Supervisor.



CUTTING

Bindery Supervisor, Cutter Operator.



Bindery Supervisor, Bindery Operator, Specialized Bindery, Operators, Outsource.

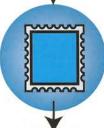
LABELING

Bindery Supervisor, Labeling Operator, Mailing Specialist, IT Specialist.



FULFILLMENT

Bindery Supervisor, Fulfillment Specialist, Bindery Operator, Temporary Help.



SHIPPING/ MAILING

Mailing Supervisor, Bindery Specialist, Mailing Specialist, USPS Staff.



BILLING

Administrative, CFO, Estimator, Accountant, CSR.



ACTION TAKEN

Consumer, Sales Rep, Owner, Content Creator, Customer, Marketing Managers and on and on.

WORKFLOW KEY:

- SELLING: Acquiring the work that drives the workflow
- ADMINISTRATIVE: Organizing the production workflow and financials
- FILE CREATION/SUBMISSION: Creating the content
- PREPRESS: Preparing and validating the content for output
- OUTPUT: Reproducing content
 - FINISHING: Assembling printed content
- FULFILLMENT: Storing and gathering components for the job
- SHIP/MAIL: Delivering finished materials