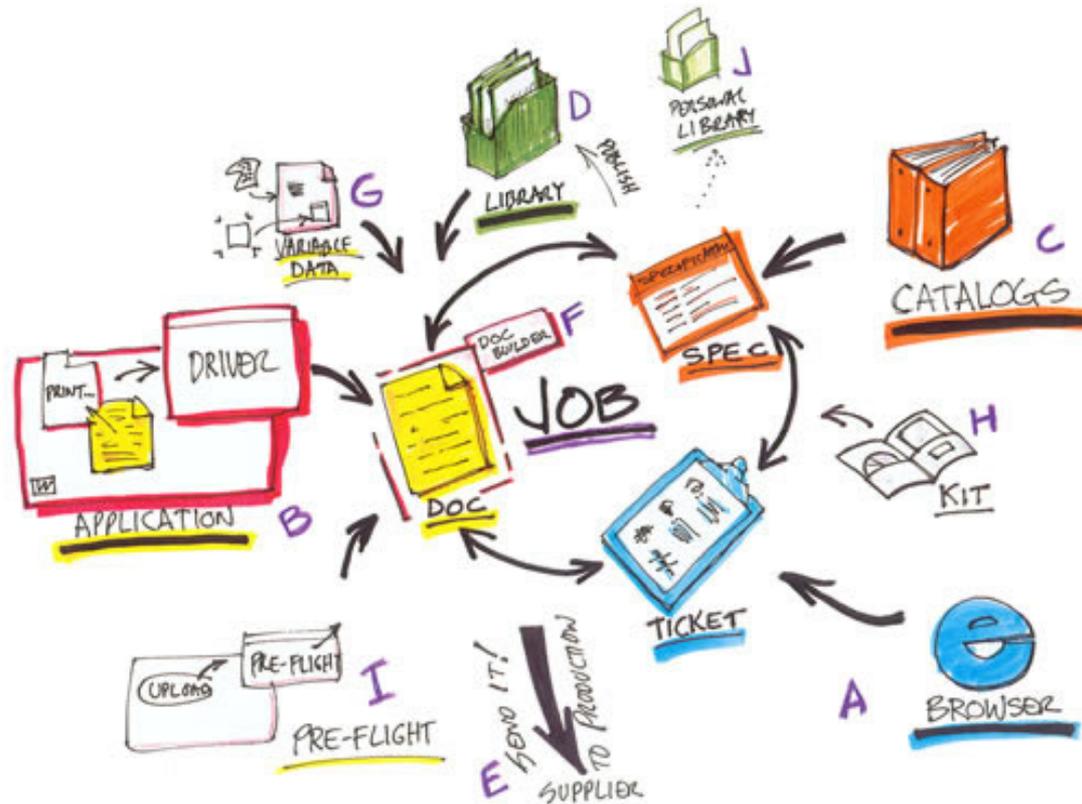


# Bellwork

- ◆ Log onto the computers and go to the following website:  
[www.reviewgamezone.com](http://www.reviewgamezone.com),  
**Game ID#6821**
- ◆ Go to the computer and follow the directions, you have 10 minutes.
- ◆ In 10 minutes my timer will go off, when it does, please log off the computers and go back to your desk.
- ◆ After you are finished, pick up the Ch. 4 packet, an Offset Lithography Book, and go back to your desk.
- ◆ Work on organizing your binder –
  - Ch. 3 Learning Activities go under Unit 1
  - Put your Binder Cover on your binder
  - Binder Cover rubric goes under projects
  - Fill out your student evaluation

# Chapter 4

# Cost Estimating and Production Planning



# Bellwork

- ◆ Please pick up an Offset Lithography Book, your Chapter 4 packet from yesterday, a Poster Project pack, an Adobe InDesign Sheet, and a CPS clicker.
- ◆ Work on your vocabulary or summarizing while the instructor takes attendance.

There are 500 sheets of paper in a ream.  
How many are in 6 reams?

 A. 300

 B. 1100

 C. 1300

 D. 3000

People in a printing company who determine the costs are called \_\_\_\_\_.

- A. Accountants
- B. Estimators
- C. Managers
- D. Owners



The cost of production must always be determined \_\_\_\_\_ production begins.

- A. After
- B. Before
- C. During
- D. Throughout



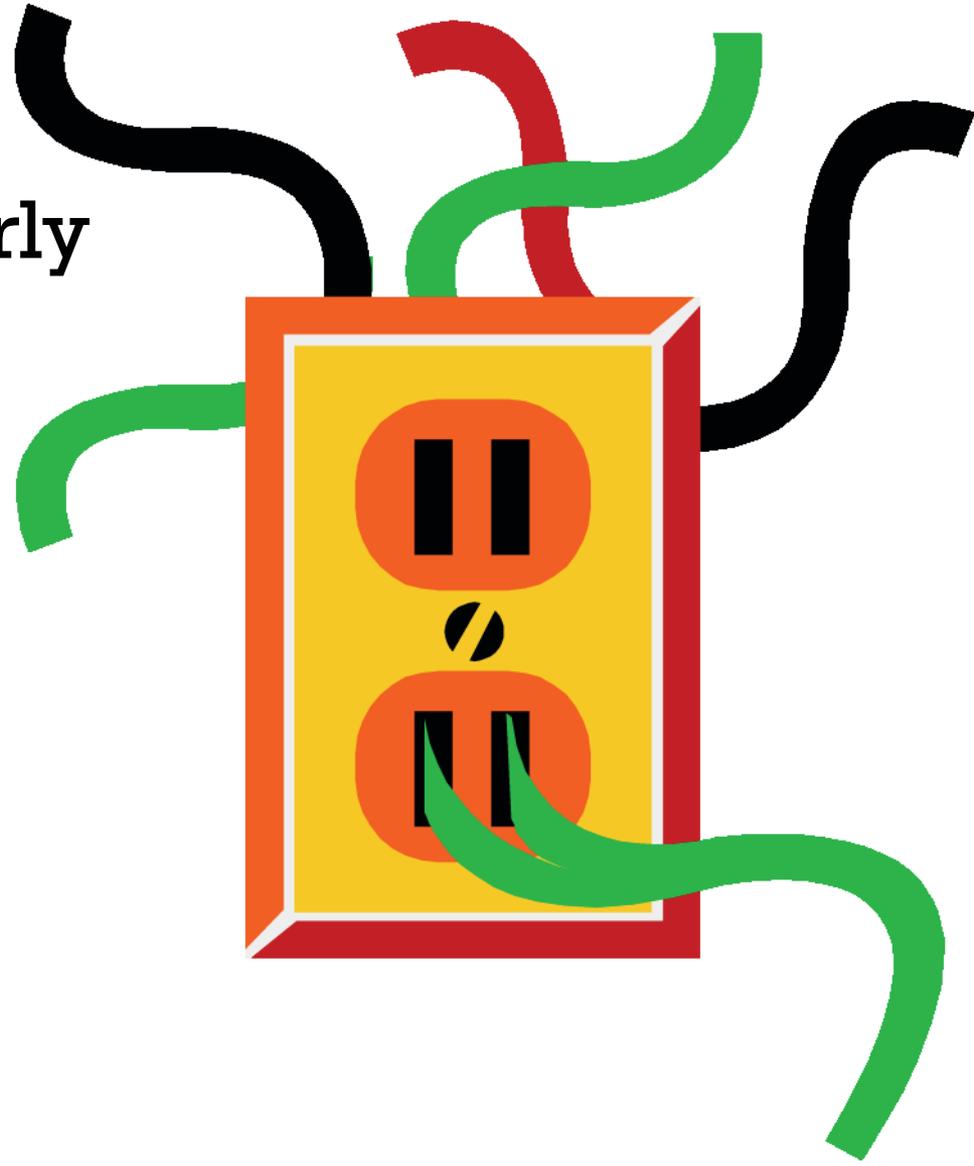
A(n) \_\_\_\_\_ is a production operation that costs money to maintain.

- A. buyout
- B. cost center
- C. cost rate
- D. production standard



Costs for items such as labor and power are called \_\_\_\_\_ costs.

- A. budgeted hourly
- B. fixed
- C. standard
- D. variable



A(n) \_\_\_\_\_ describes the terms of a printing job and serves as a contract between the printing firm and the customer.

- ✗ A. budgeted hourly rate
- ✗ B. cost center
- ✗ C. estimate
- ✓ D. quotation



\_\_\_\_\_ the cost of subcontracting outside materials, supplies, and services.

- ✓ A. buyout
- ✗ B. cost center
- ✗ C. cost rate
- ✗ D. production standard



# Bellwork

- ◆ Please pick up an Offset Lithography Book, your Chapter 4 packet, and a CPS clicker and turn it on.
- ◆ Quietly, work on your vocabulary.
- ◆ We will be working on Learning Assignments 2 and 3 today, you do need a book and a calculator (or use your phone).

Rex received \$418 for a press run. He worked 19 hours on the job. How much did he make per hour?

- A. \$8
- B. \$10
- C. \$20
- D. \$22

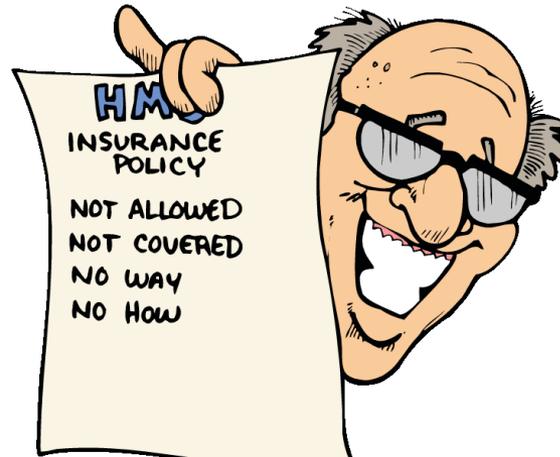
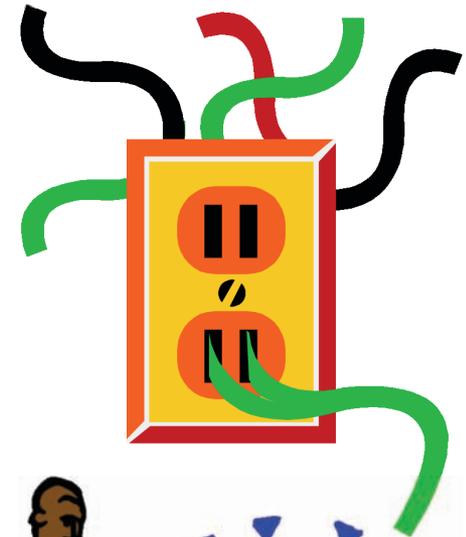


Which of the following is NOT an example of a fixed cost.

- A. Equipment depreciation
- B. Heating and cooling
- C. Insurance
- D. Rent
- E. Labor
- F. Lighting
- G. Taxes

\_\_\_\_\_ is determined from all fixed and variable costs based on the hourly operation of a particular cost or production center.

- ✓ A. budgeted hourly rate
- ✗ B. buyouts
- ✗ C. cost rate
- ✗ D. production standard



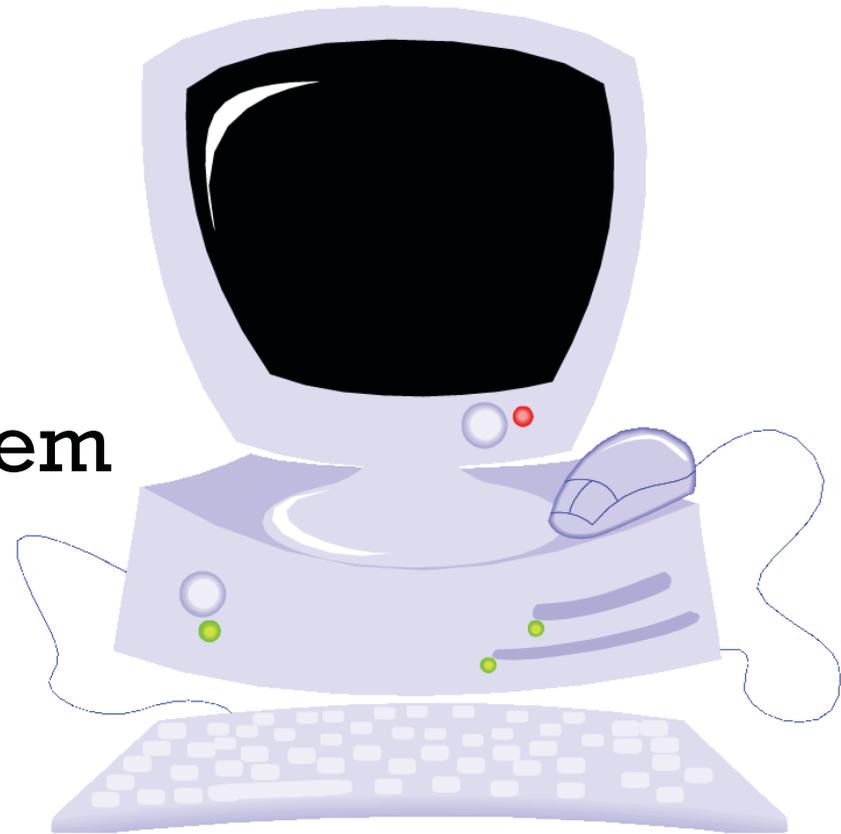
\_\_\_\_\_ the process of determining the approximate costs of a printed job, based on quality and quantity specs amount of space.

- ✓ A. estimating
- ✗ B. guessing
- ✗ C. producing
- ✗ D. quoting



\_\_\_\_\_ is a computer-based management tool used to assess data in production planning, inventory control, financial transactions, and sales records.

- A. Buyout
- B. cost center
- C. job ticket
- D. management information system



\_\_\_\_\_ an electronic form or a paper form used to track costs for labor, materials, and press time of a given printing job.

- ✓ A. job ticket
- ✗ B. management information system
- ✗ C. quote
- ✗ D. request for quote

Polytech Print Shop Job Ticket	
Customer Information	Customer's Name: <b>Robert Smith</b>
	School/Organization: <b>Learn with Mr. Smith</b>
Job Description	Phone: <b>(999)-999-9999</b> Email: <b>Smith.learning@edu.com</b>
	Type of Job: <b>Business Cards</b> Quantity: <b>1000</b>
Artwork	Target Audience: _____
	Date Needed: <b>April 1, 2010</b>
Stock	Customer Supplied Art: <input type="checkbox"/> Floppy <input type="checkbox"/> Zip Disk <input checked="" type="checkbox"/> CD <input type="checkbox"/> Emailed _____ (Date Sent)
	Fill-out a File Submission Form
Ink/Color	Artwork Done In-house: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Fill-out a Project Design Form
Job Specifications	Type of Stock: <b>Cover</b> Color of Stock: <b>Offwhite</b>
	Weight of Stock: <b>80 lb.</b> Stock Texture: <b>Linen</b> Stock Finish: _____
Finishing & Bindery	Size of Press Sheet: _____ Finished Size: _____
	Ink Color(s): <b>Red PMS 186</b> <b>Black</b>
Printing Process	Special Color/ Ink Specifications: _____
	One Sided: <input checked="" type="checkbox"/>
Packaging	Two Sided: <input type="checkbox"/> Sheetwise: _____ Work & Turn: _____ Work & Tumble: _____
	Page Count: _____ Bleed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Finishing & Bindery	Photo Copier: _____
	Digital Printing: _____ Duplicator: _____
Packaging	Offset Press: AB Dick: _____ Hamada: _____
	Trim Size: _____ Collate: _____ Drill: _____ Perforated: _____
Finishing & Bindery	Folding: Scored: _____ Fold Size: _____ Type of Fold: _____
	Bindery: Saddle Stitched: _____ Spiral: _____ Wire: _____ Comb: _____ Perfect: _____
Packaging	Padding: NCR _____ Sheets Per Pad: _____
	Packaging: Kraft Wrap: _____ Shrink Wrap: _____

A(n) \_\_\_\_\_ is an hourly value representing the average output of a particular operating area under specified conditions.

- ✗ A. buyout
- ✗ B. cost center
- ✗ C. cost rate
- ✓ D. production standard



# Screen Printing Pricing

## NUMBER OF COLORS TO PRINT

Quantity	1	2	3	4	5	6	7	8	BACK CHARGE	SLEEVE CHARGE
10-15	9.50	11.50	13.50	15.50	17.50	19.50	21.50	23.50	2.25	2.75
16-20	8.50	10.75	12.25	14.00	15.50	17.50	19.50	21.50	1.75	2.25
21-24	7.25	8.75	10.25	12.00	13.50	15.50	17.50	19.50	1.50	2.00
25-39	6.50	7.50	8.50	9.50	10.50	11.50	12.75	14.00	1.00	1.50
40-49	5.25	5.75	6.50	7.50	8.50	9.50	10.50	11.50	.75	1.25
50-74	5.00	5.50	6.00	6.75	7.50	8.25	9.00	9.75	.50	1.00
75-99	4.75	5.25	5.75	6.25	6.75	7.25	7.75	8.25	.50	1.00
100-199	4.25	4.75	5.25	5.50	5.75	6.00	6.25	6.50	.50	1.00
200-300	3.50	3.75	4.25	4.50	4.75	5.25	5.75	6.25	.50	1.00

## PRICE ADDITIONS · COLOR OF SHIRTS

Grays	.75	.75	.75	.75	.75	.75	.75	.75
Colors	1.50	1.75	2.00	2.25	2.50	2.75	2.75	2.75

## PRICE ADDITIONS · All prices based off of normal apparel we use

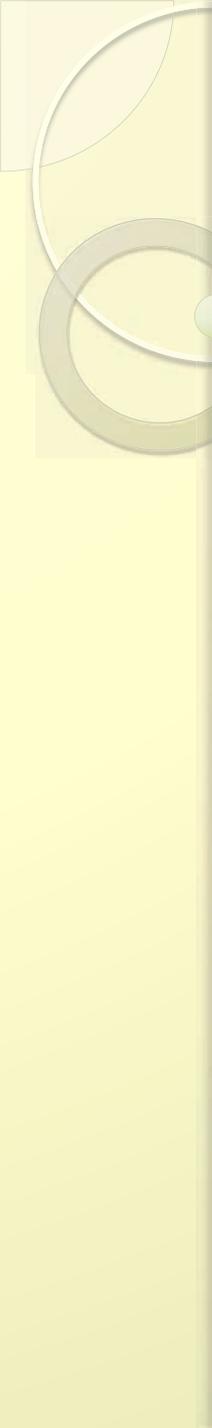
Hooded Sweatshirt	10.00	3/4 Sleeve Shirt	3.00	Sweatpants	7.00
Long Sleeve Tshirt	3.00	Cotton Polo	4.00	Tank Tops	1.25
Sweatshirt	4.00	Pique Polo	5.00	Tye Dye Tees	6.50
Ringer Tee	2.50	Pocket Tshirt	2.00	Beefy Tee/Z Tee	1.50

## SERVICE CHARGES

**Artwork Charge:** \$30.00 per hour  
**Ink Color Change:** \$10.00 per color  
**Vinyl Lettering:** Name Cut-outs - \$2.00 per name  
 Numbers - \$1.50 per number

**PMS Ink Change:** \$40 per color  
**Sample Charge:** \$12.00 per color if order follows  
 \$30.00 per color if no order follows  
**Rush Charge:** 2-4 Days (\$50 or 10% of order, whichever is greater)

**NORMAL PRODUCTION IS 7 TO 10 WORKING DAYS FROM RECEIPT OF FULL ORDER**



# Bellwork

- ◆ Please pick up an Offset Lithography Book, your Chapter 4 packet.
- ◆ Turn to page 87-88 in the book and work on Learning Activity 2 - Printing on an Offset Press Job 2.



# Bellwork

- ◆ Please pick up an Offset Lithography Book, your Chapter 4 packet, and a CPS clicker and turn it on.
- ◆ Quietly, work on your vocabulary.

What is the cost of 15 gallons of blanket wash at \$1.13 per gallon?

- A. \$16.59
- B. \$16.95
- C. \$19.56
- D. \$19.65



**Before you start up the press you should:**

- A. tie long hair back
- B. warn others
- C. lockout/tagout
- D. unplug power

## When maintaining or repairing equipment always:

- A. place the machine in safe condition
- B. lockout-tagout the power
- C. Disconnect all electrical power
- D. All of the above

Anywhere there are 2 rollers touching and turning in the same direction it is called an inward \_\_\_\_\_ point.



A. Slant



B. Nip



C. Slash



D. cylinder

## Material Safety Data Sheets:

-  A. tell the operator how to use the chemical
-  B. instruct you how to provide attention if an accident occurs
-  C. gives information about the product that relates to its safe use in the lab and its chemical make up for medicinal use
-  D. none of the above

According to the pressroom safety manual, accidents don't just happen, they are the final link in a chain of events. What are the four links of the chain?

- ✓ A. background, unsafe acts, accident, injury
- ✗ B. baseball, unsafe acts, accident, injury
- ✗ C. background, unsafe acts, injury, weak links
- ✗ D. baseball, unsafe acts, accidents, weak links



# Bellwork

- ◆ Please pick up a CPS Clicker and get your Ch. 4 Learning Activity 4 - Create an Invoice.

Calculate selling price of a job if production is \$500, material cost is \$350 and markup is 15%

A. \$127.50

B. \$862.75

C. \$865

D. \$977.50

# Identify the unsafe condition:

The folder switch is old and won't shut off sometimes.

- A. Cluttered work area
- B. Dangerous Materials
- C. High Noise Levels
- D. Improper Ventilation
- E. Insufficient Lighting
- F. Missing Guards
- G. Worn Equipment

# Identify the unsafe condition:

Cleaning screens with press wash in a confined area.

- A. Cluttered work area
- B. Dangerous Materials
- C. High Noise Levels
- D. Improper Ventilation
- E. Insufficient Lighting
- F. Missing Guards
- G. Worn Equipment

# Identify the unsafe condition:

Using flammable solvent next to an open flame or hot surface.

- A. Cluttered work area
- B. Dangerous Materials
- C. High Noise Levels
- D. Improper Ventilation
- E. Insufficient Lighting
- F. Missing Guards
- G. Worn Equipment

# Identify the unsafe condition:

Running press with guard up and tape over the switch so press will start up.

- A. Cluttered work area
- B. Dangerous Materials
- C. High Noise Levels
- D. Improper Ventilation
- E. Insufficient Lighting
- F. Missing Guards
- G. Worn Equipment

# Bellwork

- ◆ Once the bell rings, the instructor will hand out an Estimating Word Search puzzle.
- ◆ The first 3 people that correctly complete the word search puzzle will get some candy.
- ◆ After you are finished, turn in your Chapter 4 - Learning Activities.

# Bellwork

- ◆ Please pick a Tic, Tac, Know Sheet.
- ◆ Put one word into each of the open spots. There are 9 words: budgeted hourly rate (BHR), buyouts, cost center, estimating, fixed costs, job ticket, management information system (MIS), production standard, variable costs.
- ◆ The first 5 that correctly get 3 words in a row get candy.
- ◆ After you are finished, turn in your Chapter 4 - Learning Activities.