

# **EXTERNAL SERVICES**

Sales and Marketing Division

2. Production and Delivery of Printed Jobs



**APO PRODUCTION UNIT, INC.**

**Who may avail?**

**APO-PUI Clients**

Describes the procedure for production and delivery of printed jobs.

**Office in-charge**

**Sales/PPC/Prepress/  
Press/Post-press**

**Type of transaction**

**G2G - Government to Client  
(Simple Transaction)**

**Checklist of requirements**

- 1) Job Order**
- 2) Materials budget**
- 3) Approved Contract Proof**

**Total time duration**

**( depending on the volume of order )**

# CITIZEN'S CHARTER

## Production and Delivery of Printed Jobs

Steps	Action Taken	Fees to be Paid	Processing Time	Person/Office Responsible
1) Receiving of Purchase Order from client (printing jobs)	1.1) APO receives PO from client, Sales Department issues JO for the preparation of layout and contract proof for client approval	None	1 hour	Sales Department
2) Preparation of Layout and contract proof	2.1) Prepress prepares layout and contract proof	None	1 day	Prepress Department
3) Submission for approval of layout and contract proof	3.1) Prepress submits to Sales Department thru PPC the layout and contract proof for client's approval	None	30 minutes	Prepress/PPC and Sales Departments
	3.2) Account Executive submits and discuss with client the layout and contract proof for approval	None	1 day	AE from the Sales Department
4) Receipt of approved contract proof for printing	4.1) Sales Department issues JO for printing to PPC with the approved layout and contract proof	None	30 minutes	Sales/PPC Departments
5) Production planning	5.1) PPC prepares materials budget and coordinates with prepress, press and post press departments for the planning and execution of the project	None	1 day	PPC/Prepress/Press/Post-press Departments



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Steps	Action Taken	Fees to be Paid	Processing Time	Person/Office Responsible
6) Actual printing of jobs	6.1) Digital printing - Prepress Department Head plans, request the paper needed and proceeds to digital printing	None	90 pages/minute	Prepress Department
	6.2) Press printing - Press Department Head plans, requests plate and paper needed and proceeds to press printing	None	8,000 sheets per hour	Press Department
	6.3) Prepress prepares the requested plate needed for printing	None	3 minutes per plate	Prepress Department
7) Turn-over of printed jobs to Post-press Department	7.1) Prepress or Press Department turnover to Post-press Department the printed jobs for post press processing	None	30 minutes	Prepress/Press/Post-press Departments
8) Post-press processing - Padded and/or Continuous Forms - magazines or books - sheeted documents	8.1) <u>Padded/Continuous Forms Production</u> Collating and numbering/Padding/Quality inspection/cutting and packing	None	pads per hour	Post-press Department
	8.2) <u>Magazine/Book Production</u> Collating/sewing/binding/Quality inspection/cutting and packing	None	books per hour	Post-press Department
	8.3) <u>Sheeted Documents</u> Collating and numbering/Padding/Quality inspection/cutting and packing	None	sheets per hour	Post-press Department



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## Production and Delivery of Printed Jobs

Steps	Action Taken	Fees to be Paid	Processing Time	Person/Office Responsible
9) Turn-over of finished jobs to Logistics Department	9.1) Logistics Department receives the finished products for planning and delivery of the goods to client	None	30 minutes	Prepress/Press/Post-press Departments
	<b>-- END OF TRANSACTION --</b>			