

# **INTERNAL SERVICES**

Production Division

3. Preparation and Approval of Sample Proof



**APO PRODUCTION UNIT, INC.**

**Who may avail?**

**Sales Department**

3. Describes the procedure on approving sample proof

**Office in-charge**

**PPC and Prepress Departments**

**Type of transaction**

G2G - Government to Government  
(Simple Transaction)

**Checklist of requirements**

Job Order, Soft Copy or Hard copy of Sample,  
Sample Proof  
(coming from Sales and PPC Departments)

**Total time duration**

7 days, 35 minutes

# CITIZEN'S CHARTER

## 3.) Preparation and Approval of Sample Proof (Production Division)

Steps	Action Taken	Fees to be Paid	Processing Time	Person/Office Responsible
1) PPC job coordinator forwards a photo copy of job order with soft copy or hard copy of sample from client	1.1) Prepress receives job order and soft copy or hard copy of sample from ppc coordinator. Review if the file/sample matches the specification in the job order (pre-flighting).	None	20 minutes	PPC Job Coordinator/ Prepress Department Head/Artist
	1.2) Prepress artist lay outs job to make sample proof	None	1-2 days	
	1.3) Prepress department forwards the printed sample proof to PPC job coordinator	None	5 minutes	
2) Receives and reviews sample proof based on job order and forward to client for Approval	2.1) Sales Department receives sample proof from PPC coordinator and forward to account executive	None	5 minutes	Account Executive (Sales Department)
	2.2) Sales Department email sample proof or deliver printed sample proof to client for approval	None	3-5 days	
	2.3) Sales Department receives through email the approved Sample Proof or receives it directly from client and then forward to PPC job planner	None	5 minutes	
	<b>-- END OF TRANSACTION --</b>			