

INTERNAL SERVICES

Production Division

4. Preparation and Approval of Press Proof



APO PRODUCTION UNIT, INC.

Who may avail?

Sales Department

4. Procedure on the printing and approval of Press Proof

Office in-charge

PPC, Prepress and Press Departments

Type of transaction

G2G - Government to Government (Simple Transaction)

Checklist of requirements

Job Order, Approved Sample Proof, Materials Budget and Press Proof (coming from Sales and PPC Departments)

Total time duration

4 days, 1 hour and 40 minutes

CITIZEN'S CHARTER

4.) Preparation and Approval of Press Proof (Production Division)

Steps	Action Taken	Fees to be Paid	Processing Time	Person/Office Responsible
1) PPC Job Coordinator forwards approved Sample Proof with a copy of Materials Budget to proceed doing the press proof	1.1) Prepress receives approved sample proof and a copy of materials budget for plating needed by the press for proofing.	None	5 minutes	Job Coordinator/Prepress Department Head/Artist
	1.2) Preparation of plate for printing	None	30 minutes	
	1.3) Release of plate from Pre-Press to Press Department	None	5 minutes	Prepress CTP Operator to Press Operator
2) Receives and reviews Sample Proof based on Job Order and Forward to Sales Department for Approval	2.1) Start Printing of press proof	None	1-2 days	Press Department (Press Foreman and Press Operator)
	2.2) Compare and check press proof against approved sample proof and forward to job planner	None	30 minutes	Press Foreman/Operator to PPC Coordinator
	2.3) Deliver actual press proof to client for approval	None	1-2 days	PPC Coordinator to Sales Account Executive
3) Forwards to Sales Department Press Proof for client approval	3.1) Receives approved and signed press Proof from client before going to actual printing.	None	1- 2 days	Sales Account Executive to Client

-- END OF TRANSACTION --