



APO Production Unit, Inc. Process Flow



CLIENT/GOVERNMENT AGENCIES,
BUREAUS, GFI'S, GOCC'S, ETC.



SALES



- Receive Manuscripts
- Prepares Quotations, Estimates
- Job Ticketing

1 hour

PPC



- Checks Sales Estimates
- Materials Budget

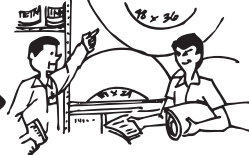
15 minutes

DATA ENCODER



10 minutes

MATERIALS CONTROL



20 minutes

JOB PLANNER

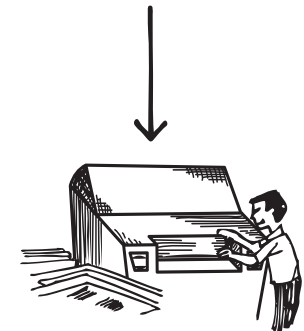


- Acts as Coordinator/
Contact Man

20 minutes

COMPUTER GRAPHICS/ DESIGN & CTP PREPARATION

60 minutes



**COMPUTER TO PLATE (CTP)
Plate Making**
20 minutes

- Black and White
- Full Color
- Sheet Fed / Web



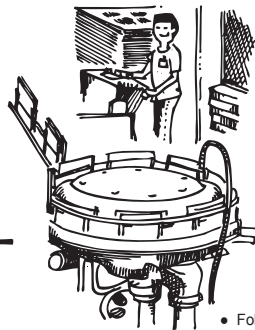
PRESS
10 hours
(for 1000 pads OR)



SECURITY PRINTING UNIT

- Perforation
- Form / Collect
- Numbering
- Revising

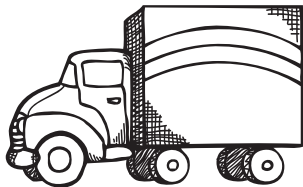
16 hours
(for 1000 pads OR)



BINDERY
16 hours
(for 1000 pads OR)

- Folding / Sewing
- Inserting / Collating
- Casemaking

LOGISTICS



8 hours

DELIVERY

PRICING	
PARTICULARS	WEIGHT
Materials	52%
Labor	28%
Mark-up	20%
Shipping Cost	
Value Added Tax	12%