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Price List

If you have "walk-in" traffic in your shop, you'll have need for casual quotes that come from a price list. Here is an easy way to make a price list for common items. Works in a manner similar to the "Written Quote", but with 60 prices at once in a table format! Automatically appears in YOUR word processing package when you click "Price List" at the bottom of the Calculation Summary window.



Printing Estimate

Business Printing That Builds Success

P.O. Box 1605 • Manassas, Virginia 20108

Phone: (703) 378-8660 • Fax: (703) 935-2406

10/09/00 Price List For 3 part Carbonless forms

Pressheet Size (flat) : 11 x 8.5

Paper : 3 Part NCR (Wht, Canary, Pink)

#Color Inks : 0 **Direct Plates :** 1 **Metal Plates :** 0 **#Passes :** 1

Folding : 0 par. & 0 r.a. **Customer to Furnish :** camera copy

Other Specs : no close register, no bleeds, no heavy coverage

Proof : None

Vers/Parts : 3

1000: --- \$191	11000: --- \$1623	21000: --- \$3056
1500: --- \$262	11500: --- \$1695	21500: --- \$3127
2000: --- \$334	12000: --- \$1766	22000: --- \$3199
2500: --- \$406	12500: --- \$1838	22500: --- \$3271
3000: --- \$477	13000: --- \$1910	23000: --- \$3342
3500: --- \$549	13500: --- \$1981	23500: --- \$3414
4000: --- \$620	14000: --- \$2053	24000: --- \$3486
4500: --- \$692	14500: --- \$2125	24500: --- \$3557
5000: --- \$764	15000: --- \$2196	25000: --- \$3629
5500: --- \$835	15500: --- \$2268	25500: --- \$3701
6000: --- \$907	16000: --- \$2340	26000: --- \$3772
6500: --- \$979	16500: --- \$2411	26500: --- \$3844
7000: --- \$1050	17000: --- \$2483	27000: --- \$3915
7500: --- \$1122	17500: --- \$2554	27500: --- \$3987
8000: --- \$1193	18000: --- \$2626	28000: --- \$4059
8500: --- \$1265	18500: --- \$2698	28500: --- \$4130
9000: --- \$1337	19000: --- \$2769	29000: --- \$4202
9500: --- \$1408	19500: --- \$2841	29500: --- \$4274
10000: --- \$1480	20000: --- \$2913	30000: --- \$4345
10500: --- \$1552	20500: --- \$2984	30500: --- \$4417

Job ticket (Stand-alone)

Now PowerQuote gives you the option of having a stand-alone job ticket that is totally computer generated. This jacket does not require a preprinted form or hand written form. This job ticket does not force a comparison to your original notes, but it does allow you to continue to write your job specs on your existing specs form. You could then attach that form and this computer generated job ticket on to the job ticket folder for comparison, or just use the computer form by itself.

Prince Golf Club		46800
1500	Membership Brochure	
Jered Wieland 14631 Vint Hill Road Nokesville VA 20181 Customer # 2401	Phone:703-754-7111 Fax:703-753-2401	Due Date: 1/24/02
----- CAMERA/STRIPPING -----		
Strip up 1 Membership Brochure on a 8.50 x 11.50 press sheet. Grip the 8.50 edge of the presssheet. Customer provides file to be imageset Burn tick marks on this oversized presssheet and register marks in the trim area. There are 0 halftones. Burn 4 Metal Plates and 0 direct plates Make 2 Blueline of size Tabloid Times--- 1/2 tones> :00 Negs> :00 Strip> :32 Plate> :28		
----- BINDERY -----		
Press sheet size: 8.50 x 11.50 Get 8 press sheets out of each 23.00 x 35.00 You need 244 sheets of White 80# Cougar Opaque Text LM Take the 11.50 out of the 23.00 Finished (flat) size after printing: 8.50 x 11.00 Fold with 2 par. folds, 0 R.angle folds, Fold time> :24 Total Cutting time> :19 Check & box> :12		
----- PRESSWORK -----		
Hamada 660-2c You will need to do 1 washup(s) for 2/2 116 and blk Run 1950 8.50 x 11.50 sheets through the press 2 time(s). Use 4 metal plate(s) and 0 direct plate(s). Press time> 2:11		
	Typesetting	\$0
	None	\$0
	None	\$0
	None	\$0
		\$0
		\$0
		\$0
	Delivery	\$40

		\$520

Paper Order

You have the option of ordering full sheets to cut in-house or have the paper supplier cut the stock for you. You can decide at the last minute; you may be too busy to cut stock! This report updates automatically whenever a job, already in production, changes! You can also use this report to check-in your paper when it is delivered. With this technique, you are able to catch paper company mistakes *before* the job is on press! Ink requirements are also summarized on this report.

Paper Order of 1/24/02

136 sheets	23.00	x	35.00	Blue 67# Springhill Bristol CVR	\$176.91/m	\$176.91/m PR
or 1085 sheets of	8.50	x	11.00	cut size for job 46761	parent sht price brk: 1000	

1210 sheets	4.12	x	9.50	White 24# Regular Wove Window No 10	\$13.99/m	\$13.99/m SR
or 1210 sheets of	4.12	x	9.50	cut size for job 46752	parent sht price brk: 1200	

188 sheets	25.00	x	38.00	Natural 80# Cougar Opaque Text (Greg)	\$179.44/m	\$179.44/m LM
or 750 sheets of	17.50	x	12.50	cut size for job 46787	parent sht price brk: 1200	

5325 sheets	8.50	x	11.00	White 70# wassau Royal Linen	\$20.00/m	\$20.00/m RS
or 5325 sheets of	8.50	x	11.00	cut size for job 46795	parent sht price brk: 1000	

244 sheets	23.00	x	35.00	White 80# Cougar Opaque Text	\$128.05/m	\$128.05/m LM
or 1950 sheets of	8.50	x	11.50	cut size for job 46799	parent sht price brk: 1200	

244 sheets	23.00	x	35.00	White 80# Cougar Opaque Text	\$128.05/m	\$128.05/m LM
or 1950 sheets of	8.50	x	11.50	cut size for job 46800	parent sht price brk: 1200	

5555 blk 113 281 2/0 116 and blk

2/2 116 and blk

Summary of Outstanding Quotes

How are you at following up on your quotes? With this report, you can systematically call, and ask for those jobs you want most. Making regular follow-up easy, will add to your sales volume.

Quote Summary for 04/01/00 to 04/30/00

4/1/00	Mega Internet	1066	Bus Card Jones, Smith, Cook	\$178.00
4/7/00	Bond Real Estate	1006	Caribe House brochures	\$1255.00
4/7/00	Bond Real Estate	1007	Jamaica House brochures	\$363.00
4/6/00	Philly Chicken	1011	Take Our Menu w platter coupon	\$1146.00
4/12/00	Bond Real Estate	1012	Energy Efficient Home Stickers	\$312.00
4/7/00	Philly Chicken	1014	generic business cards	\$68.00
4/8/00	Mega Internet	1016	Postcard Ads (4 vers.)	\$685.00
4/5/00	Smith Accounting	1021	Generic Letterhead	\$217.00
4/3/00	Enigma Software	1024	Real Type Word Processor Broch	\$715.00
4/4/00	Gotham Carpet Cleaning	1028	Customer invoice forms	\$79.00
4/14/00	Smith Accounting	1067	Quarterly Newsletter	\$2164.00
4/14/00	Smith Accounting	1068	Tax Update Letter	\$1096.00
4/14/00	Gotham Carpet Cleaning	1069	Holiday Special Flyer	\$752.00
4/14/00	Gotham Carpet Cleaning	1070	Self Mailer Half Price Special	\$1130.00
4/7/00	Bond Real Estate	1071	Aruba House brochures	\$1265.00
4/7/00	Bond Real Estate	1072	Dominican House brochures	\$886.00
4/7/00	Bond Real Estate	1073	Gulf House brochures	\$1077.00
4/7/00	Enigma Software	1074	Installation Addendum	\$92.90
4/12/00	Bond Real Estate	1075	Recipie Handout	\$203.50
4/6/00	Philly Chicken	1076	Travel Planners (8 page self c	\$5706.00
4/6/00	Philly Chicken	1077	Elvis Posters	\$25293.00
4/15/00	Mega Internet	1078	Membership Applications	\$862.00
4/15/00	Mega Internet	1079	Free Trial Offer	\$1174.00

Customer Account History

This report makes it easy for you to track down payments and invoices for a particular customer. If you bypass PowerQuote's invoicing and accounts receivable features, this report would not apply. The codes for the "Pd" or paid column are "Y"=yes(paid); "N"=No not paid; "P"= payment.

Receivables for Universal Graphic Design

Entry#	Quantity	Job Description	Job#	Balance
Entry#	Date	Inv.# Pd Tax	Total	Balance
83	0 9/11/00	Check # For inv. 14277 0 P \$0.00	0 \$922.74	\$0.00
82	2000 2000 8/15/00	CSL Brochure CSL Inserts 14277 Y \$39.74	45175 45176 \$922.74	\$922.74
81	0 3/20/00	Check # For inv. 13956 0 P \$0.00	0 \$1576.91	\$0.00
80	3000 100 1/21/00	99 Black History Month Brochures Black History Month Poster 13956 Y \$67.91	44115 44108 \$1576.91	\$1576.91
79	0 0 12/6/99	Check # For inv. 13810 entered twice on computer by accident 0 P \$0.00	0 0 \$0.00	\$0.00
78	0 12/6/99	Check # For inv. 13810 0 P \$0.00	0 \$523.55	\$0.00
77	1500 10/29/99	CSL Brochure 13810 Y \$22.55	43599 \$523.55	\$523.55
76	0 10/22/99	Check # For inv. 13691 0 P \$0.00	0 \$1182.94	\$0.00
75	150 1000 8/31/99	Hispanic Poster Hispanic Brochure 13691 Y \$50.94	43175 43176 \$1182.94	\$1182.94
74	0 5/19/99	Check # For inv. 13432 0 P \$0.00	0 \$739.86	\$0.00
73	0 5/3/99	Check # For inv. 13394 0 P \$0.00	0 \$1615.57	\$739.86
72	100 500 4/2/99	Asian Heritage Month Poster Asian Heritage Month Brochure 13432 Y \$31.86	42104 42199 \$739.86	\$2355.43
71	100 4500 100 3/18/99	International Week Dinner Dance Poster International Week Dinner Dance Programs International Week Schedule of Events Pos 13394 Y \$69.57	42107 42110 42117 \$1615.57	\$1615.57

Customer Job History

This tells what jobs you have done for a customer. Want to find an old job for a rerun? Usually you can find it on screen without this report, but for customers with hundreds of jobs, you may find this report more convenient. You can also use it to remind customers of all the different jobs you do for them. This is especially useful when an existing customer hires a new printing buyer. Boost your sales with customer retention!

Job History for Main Street Church

Job 44571	500	2nd sheets (match ltrhd w screen)	4/3/00	\$20.00
Job 44548	5000	envelope (match ltrhd w screen)	4/3/00	\$466.00
Job 44547	5000	Letterheads w screened church	4/3/00	\$293.00
Job 43642	500	2nd Sheets (Lt Blue 70# Hamm Via Text)	11/19/99	\$20.00
Job 43571	10000	Letterheads w screened church	11/16/99	\$599.00
Job 43573	5000	envelope (match ltrhd w screen)	11/16/99	\$475.00
Job 41536	500	A-2 Envelopes (PO 501642)	1/18/99	\$159.00
Job 41532	500	Pastor's Personal Notes	1/18/99	\$137.00
Job 41442	10000	envelope (match ltrhd w screen)(PO 10935	12/17/98	\$807.00
Job 41441	10000	Letterheads w screened church (PO 42159)	12/3/98	\$528.00
Job 41436	2000	Ministries Brochures (PO 42458)	11/30/98	\$256.00
Job 41435	2000	Adult Bible Study Cards (PO 42458)	11/23/98	\$174.00
Job 41249	4000	Ragle Cards	10/29/98	\$218.00
Job 41250	2500	Ragle Flyers	10/22/98	\$404.00
Job 40953	2000	Guest Evaluation Postcard	9/11/98	\$135.00
Job 40931	2500	Letterheads w screened church (PO 42159)	9/11/98	\$231.00
Job 40668	4000	Stone 24# Beckett Expressions Letterhead	7/16/98	\$160.00
Job 40539	800	Announcements	6/29/98	\$158.00
Job 40393	2000	Adult Bible Study Cards (PO 12226)	6/15/98	\$174.00
Job 40001	3500	Hearing/Believing Missionary Brochure (P	4/20/98	\$867.00
Job 39710	4500	1998 Easter Celebration Cards	3/12/98	\$338.00
Job 39527	1000	Business Cards (Smallwood)(PO 17630)	2/23/98	\$87.00
Job 38992	1500	total cards Christmas Musical	12/16/97	\$111.00
Job 38987	1	Church Paper Positive	12/11/97	\$3.00

Customer Phone Directory

Want to keep in close contact with your customers? You may find it convenient to be able to look up a customer's phone or fax number, without having to use a computer! Just carry a copy of this report with you.

Phone List of 1/24/02

2888	123 Disposal	Pat Cross	703-883-1378	703-883-1377
2140	A & T Locksmith	Sue Brandt		561-556-2140
9126	A+ Environmental Services	Keith Lowell	703-553-7590	703-553-0092
6989	AAEE	Ann Cox	703-863-9669	703-863-9662
9607	ABC Bakery	Curtis Love		610-822-9670
2180	ABC Environmental Services	Joe Jones	703-555-2115	703-555-2180
954	ABC Plumbing	Joseph Albert	704-929-0959	704-929-0954
7415	ABG Trucking	Mike Hendricks	703-661-0089	703-661-7415
2220	ASCA	Anita Goodman	703-595-0654	703-595-2220
251	ASG	Barbara Unitis	703-244-5643	703-533-4251
2703	ATGG	Samantha Stevens	703-365-2761	703-365-2760
949	AZ Maid Service	Moe Azid	703-223-4589	703-223-4599
4962	Absolute Lock Service	Bob Calhoun		703-754-6962
3366	Accent Design Inc.	Roy Dannon	703-456-3310	703-456-3366
79	Access Cleaners	Scott Taylor	703-223-1123	703-223-1122
6726	Accurate Medical	Mary Bland		703-367-7726
7740	Action Construction	Sally Anthony	703-768-1722	703-727-7740
1925	Action Appliance Service	Dave Clapton		703-764-1925
5065	Adam's Flower Shop	Adam Press	703-545-5066	703-545-5065
4807	Advance Accounting	Marvin Steele	703-945-4606	703-945-4807
2181	Advanced Stimulation Massage	Mary Martin	703-244-9147	703-244-2141
1200	Advanced Color Design	Dennis Creech	703-233-1400	703-233-1200
8115	Advanced Color Technologies	Jim Sedgwick	315-479-6153	315-422-8115
3104	Advantage Automotive	Susan Smith	703-884-1734	703-884-3104
9477	Advantage Body Shop	Harry Jones		703-777-9477
778	Advance Gardening	Sally Smith	703-887-7789	703-887-0788
1380	Advertising Specialists	Charles Serren	540-999-3897	703-999-1389
1300	Aids Associates	Bob Harvey	703-986-1775	703-986-1770
646	Air Traffic Consulting	Steve Stevens	703-493-8438	703-493-1448
175	Airbourne Security Inc.	Bob Mark	703-599-5730	703-599-7705
9171	Aire Condition Inc.	Troy Hammond	540-787-5544	540-787-5171
2601	Airy Days Decorating	Karen Carpenter		703-858-9550

Past Due Accounts

This makes it easy to call them up and get your money. Improve your cash flow!

Past Due Accounts as of 6/10/01

1755	Comfort Conditioners	Inv# 14604	4/24/01	\$341.72	703-944-0142
8660	Enigma Software	Inv# 14579	4/6/01	\$1817.26	703-777-8660
5060	Graphic Systems	Inv# 14584	4/12/01	\$0.00	703-631-5060
5060	Graphic Systems	Inv# 14601	4/24/01	\$207.00	703-631-5060
5060	Graphic Systems	Inv# 14602	4/24/01	\$207.00	703-631-5060
5060	Graphic Systems	Inv# 14605	4/24/01	\$89.00	703-631-5060
5584	Orange Technology	Inv# 14594	4/18/01	\$450.40	703-533-1970
Total past due =				\$3112.38	

Accounts Aging

The columns in this report give a picture of your accounts receivables. Easy to tell at a glance how you are doing collecting your money.

Accounts Aging Report as of 6/10/01

	Inv#		Current	< 30	30-60	over 60
3942 Brand Associates	14635	5/24/01	\$347.00			
3942 Brand Associates	14645	5/30/01	\$960.00			
8855 Brandi's Design	14634	5/24/01	\$952.00			
8855 Brandi's Design	14639	5/24/01	\$631.00			
3741 Cable Giant Inc.	14643	5/30/01	\$391.88			
8902 Charles & Bernard, PC	14630	5/17/01	\$64.79			
3454 Cockrell Communication	14642	5/30/01	\$468.16			
1755 Comfort Conditioners	14604	4/24/01		\$341.72		
4772 Design Specialists	14629	5/17/01	\$40.00			
7425 Discount Airlines	14646	5/30/01	\$212.00			
8660 Enigma Software	14579	4/6/01			\$1817.26	
963 Grand Country Club	14644	5/30/01	\$251.85			
5060 Graphic Systems	14602	4/24/01		\$207.00		
5060 Graphic Systems	14608	4/30/01		\$592.00		
5060 Graphic Systems	14609	4/30/01		\$256.00		
5060 Graphic Systems	14618	5/4/01		\$311.00		
5060 Graphic Systems	14619	5/4/01		\$696.00		
5060 Graphic Systems	14622	5/14/01	\$1176.00			
5060 Graphic Systems	14627	5/17/01	\$334.00			
5060 Graphic Systems	14638	5/24/01	\$410.00			
6511 Kathryn Harris	14624	5/14/01	\$45.98			
5584 Orange Technology	14594	4/18/01		\$450.40		
3799 The Granite Group	14612	4/30/01		\$303.00		
8207 Trade Show Exhibits	14623	5/14/01	\$150.00			
Totals			\$6434.66	\$3157.12	\$1817.26	\$0.00
Total past due =	\$4974.38					

Balance of Accounts

This report will tell you how much you were owed at the close of business on a particular day.

Balance of all Accounts as of 04/30/01

3454	Cockrell Communications	\$1597.19
2270	Color Tree	\$315.00
1755	Comfort Conditioners	\$6322.91
8582	Custom Cabinets	\$238.00
1622	Data Diggers	\$866.01
8660	Enigma Software	\$1817.26
963	Grand Country Club	\$947.82
5060	Graphic Systems	\$5232.00
8062	Helper Fund	\$407.00
8685	Intelligent Cybernetics	\$824.51
404	Isaac Hopper & Associates	\$419.04
1182	Main Street Medicine	\$331.27
5584	Orange Technology	\$2228.85
4606	Palm Tree Creative	\$10443.00
8888	Smith Accounting	\$698.72
933	Tally Copiers	\$989.63
3799	The Granite Group	\$1303.00
1400	The WoodStove Store	\$237.22
	Total accounts receivable=	\$35218.43

Accounts Receivables

This report shows each transaction for each customer over any time period you specify. The second part of this report (shown on the next page) shows totals for sales at each tax rate, sales tax invoiced and payments on receivables. These summary figures can be used to find your total sales for a month, 6 months, a year or any time period you specify.

Receivables for 03/01/01 to 03/31/01				
Date	Inv. #	Customer	Tax	Total
3/6/01	14522I	ABG Trucking	\$0.00	\$14.52
3/6/01	14525		\$0.00	\$1218.00
3/23/01	check		\$0.00	\$218.00
			Total Invoices:	\$1232.52
3/6/01	check	Advance Accounting	\$0.00	\$200.00
3/6/01	14518		\$0.00	\$200.00
			Total Invoices:	\$214.52
3/15/01	14537	Alis Imports	\$0.00	\$1218.00
3/19/01	check		\$0.00	\$328.00
			Total Invoices:	\$1232.52
3/19/01	14541I	All Season Cleaning LTD	\$0.00	\$7.32
3/19/01	check		\$0.00	\$35.00
3/23/01	14544		\$3.15	\$73.15
3/23/01	check		\$0.00	\$38.15
			Total Invoices:	\$94.99
3/19/01	14540	Association of Governing Board	\$0.00	\$664.00
3/27/01	check		\$0.00	\$664.00
			Total Invoices:	\$685.84
3/6/01	14520	Automation Consuting	\$27.05	\$0.00
3/6/01	14528		\$27.05	\$628.05
3/15/01	check		\$0.00	\$628.05
			Total Invoices:	\$649.89
3/6/01	check	BBB design	\$0.00	\$3177.00
3/23/01	check	Belcroft Furniture	\$0.00	\$259.16
3/2/01	14516	Bob White Design, LLC	\$0.00	\$539.00
3/19/01	check		\$0.00	\$539.00
			Total Invoices:	\$560.84
3/23/01	14548	Brand Associates	\$0.00	\$277.00
			Total Invoices:	\$298.84
3/6/01	check	Budget Fisherman	\$0.00	\$200.00
3/6/01	14517		\$0.00	\$200.00
			Total Invoices:	\$221.84
3/24/01	check	Budget Rentals	\$0.00	\$453.00

Sales Tax Report

Do you have to track city, state or county taxes separately? PowerQuote makes it easy. You can even assign a "normal" tax rate for each customer. Even if you only have to track taxable and non-taxed sales this report is for you. You can transfer the total deposits, tax and sales to any accounting program as a general journal entry. PowerQuote gives you the grand totals, so there is no need to make an entry for each invoice or each customer. You only need the total! This is part of the accounts receivables report.

Receivables Totals for 02/01/99 to 02/28/99

Tax Category	Sales (not incl tax)	Tax
Tax Exempt	\$8108.00	\$0.00
Default	\$16491.00	\$742.10
Tax Rate 3	\$1595.00	\$79.75
Tax Rate 4	\$2950.30	\$177.02
Tax Rate 5	\$0.00	\$0.00
Tax Rate 6	\$0.00	\$0.00
Tax Rate 7	\$0.00	\$0.00
Tax Rate 8	\$549.00	\$43.92
Tax Rate 9	\$0.00	\$0.00
Tax Rate 10	\$0.00	\$0.00
Tax Rate 11	\$0.00	\$0.00
Tax Rate 12	\$0.00	\$0.00

Checks Dep.: \$27590.77

Total Sales Tax: \$1042.79

Total Sales (not incl tax or interest): \$29693.30

Interest Invoiced: \$21.84

Top 20 Customers

This report is printed at the same time as the accounts receivable report. Shows which customers were invoiced the highest dollar amounts for the range of dates you select. Now it is easy to see who your bread and butter accounts are!

Top 20 Customers For 03/01/01 to 03/31/01

Brown and Green Accounting	\$5733.73
Surgical Publications	\$4591.60
Gigi's Graphic Fesign	\$3559.00
Stylish Advertising	\$2632.00
Chic Travel	\$2588.96
Angela Smith	\$2021.76
Everest University	\$1988.44
A. C. Cameron & Sons	\$1921.76
Fortnox Software	\$1877.87
Showbox Exhibitions	\$1820.90
Big Time Cable	\$1799.34
Bob White	\$1620.22
American Surgeons Assoc.	\$1490.33
Johnson Construction	\$1377.87
Sonya Barrett	\$1188.76
Mid Atlantic Carpets	\$1185.93
Giant Government Contractor	\$1055.34
Fast Design	\$917.00
Superior Windows	\$913.44
Healthy Systems	\$738.82

Sales By Category

Do you sell more forms or stationery? How much of your sales come from brokered jobs? What was the difference in the product mix on the most profitable months? These questions and more can be answered with this report. Since this is based on the job ticket price and not the invoice, this report will still apply even if you don't use PowerQuote's invoicing and accounting functions!

Sales By Category for 03/01/99 to 03/31/99

Marketing :	\$31674.00
Stationery :	\$9975.00
Forms :	\$1346.00
Social :	\$1858.00
Newsletter :	\$1124.00
Booklets :	\$4322.00
Blank Paper :	\$374.00
Camera Work :	\$45.00
Brkr Envelope :	\$0.00
Brkr Pkt Folder :	\$787.00
Brkr Thermo :	\$217.00
Brkr other :	\$319.00
Category 13 :	\$0.00
Category 14 :	\$0.00
Category 15 :	\$0.00
Category 16 :	\$0.00
Category 17 :	\$0.00
Category 18 :	\$0.00
Shop Use :	\$1510.00
Non Sale :	\$4547.00

Deposit

When you enter checks and payments, this report gives you a summary of the day's deposit. Helpful in verifying payments.

Deposit of 11/18/01

Belcroft Furniture	173.64	Check #1111 For inv. 14086 interest inv. 14213F 14218
Bond Real Estate	206.00	Check #222 For inv. 14037
Budget Travel	1249.00	Check #2342 For inv. 14010
Northern Realty & Mngmt	1020.90	Check #39882 For inv. 14126
Prince Country Club	3799.27	Check #52377 For inv. 13457 13704 13861 14025 14089 14164 14228 14227
Johnson Construction	1549.67	Check #3244 For inv. 14104

	7998.48	

Invoice

Invoices are so easy, just enter the job ticket number of the completed jobs. With your approval, PowerQuote prints the complete invoice, ready to insert into a #10 window envelope! The paper and ink information shown under the main description is a user selected option.



Business Printing That Builds Success
P.O. Box 1605 • Manassas, Virginia 20108

10/09/00

Invoice # 14135

Bond Real Estate
7732 Main Street
Manassas, VA 20110

Customer # 5060

P.O. # 75435

Phone: 703-362-3277

1000	Thomas House Brochures (job44517) 1/1 PMS 425 on White 80# Risco Value Gloss Text	291.00
1000	James House Brochures (job44518) 1/1 PMS 425 on White 80# Risco Value Gloss Text	291.00
1000	Tyler House Brochures (job44519) 1/1 PMS 425 on White 80# Risco Value Gloss Text	291.00

Subtotal 873.00
Tax 39.29

Total \$912.29

Net 30 days, 1.5% per month thereafter.
Please return a copy of this invoice with your payment.

Thank You For Your Business !

www.savvy.com • email: savvy@aol.com
Fax (703) 935-2406 • Phone (703) 378-8660

Customer Statements

This report summarizes all transactions for the statement month, plus any outstanding invoices. Print this on your existing company letterhead, insert into a window envelope and it is ready to mail! You select which customers use statements.



Business Printing That Builds Success
P.O. Box 1605 • Manassas, Virginia 20108

1/26/02

Main Street Church
4601 West Ox Road
Fairfax, VA 22030

Customer # 1112

Statement for 12/1/01 to 12/31/01

Date	Invoice	Current	Pastdue 1-30	Pastdue over 30
8/15/01	14215			\$293.00
10/31/01	14236 INT			\$13.18
11/18/01	14520		\$215.85	
11/18/01	14555		\$1272.14	
12/17/01	Payment	\$779.00-		
TOTALS:		\$0.00	\$1487.99	\$306.18
Balance (as of 12/31/01):			\$1794.17	

Production Rates

PowerQuote comes with rates built-in for small press shops. You can adjust these rates to match your price system. These input screens in the PQ setup program allow you to adjust the rates. Each input screen can be printed for handy reference and to maintain a record of rate structures.

Regular Copiers

Copier: Lanier

Size: 8.5x11

of Originals

Copies Each		1	3	10	25	100	over
		to 2	to 9	to 24	to 99	to 100	100
1	to 9	0.1500	0.1200	0.1100	0.0800	0.0650	0.0650
10	to 24	0.1100	0.1000	0.0900	0.0700	0.0550	0.0550
25	to 99	0.1000	0.0900	0.0750	0.0650	0.0450	0.0450
100	to 499	0.0700	0.0650	0.0550	0.0450	0.0400	0.0400
500	to 1999	0.0550	0.0500	0.0450	0.0400	0.0400	0.0400
2000	to 4999	0.0450	0.0400	0.0400	0.0400	0.0400	0.0400
5000	to 5000	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400
5001	to 5002	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400
5003	to 5004	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400
5005	to 5006	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400
5007	to 5008	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400
over	5008	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400

B/W paper /m 5.00 2nd side counts as addl. copy 2nd side deducts for paper

Color paper /m 6.00 2nd side counts as addl. copy 2nd side deducts for paper

OK

Misc Charges

Description	1st M	addl. M	IPH
1 collate only	10	8	5000
2 Padding	5	4	10000
3 3 hole drill	8	6	8000
4 Die cut (one up)	60	35	3000
5 Letterpress perf (1 rule)	50	35	3000
6 numbering 1 head	60	35	3000
7 label for mailing	25	20	1000
8 Mcr Tip (sheets)	6	5	10000
9 Self Cvr booklet making (8pg)	50	45	2400
10 Self Cvr booklet making (12pg)	34	30	3600

Please note these rates are based on quantity & parts NOT pressesheets or booklets!

OK

General Pre-Press

Price per neg imageset (top-out) 20

Time per halftone (min) 10

Camera line neg material (1r size, other sizes auto calculated) 2

Material per halftone 3.2

Camera Line neg (min) 6

Pre-press labor rate \$/hr 35

Desktop Publishing/Imagesetting

Imagesetting done in-house

DTP labor rate \$/hr 35

Time to open file (min) 4

Imaging time per page (min) 3

Material cost per page 3

OK

Prep for Presses 1-3

	Material	Time
Hamada 660-1c 4c		
Strip flat press 1	0.45	8.00
Metal Plate	3.50	7.00
Direct Plate (camera copy)	2.00	1.50
Direct Plate (from file)	2.00	10.00
Hamada 660-2c		
Strip flat press 2	0.45	8.00
Metal Plate	3.50	7.00
Direct Plate (camera copy)	2.00	1.50
Direct Plate (from file)	2.00	10.00
Hamada 770-1c 4c		
Strip flat press 3	0.60	11.00
Metal Plate	3.50	8.00
Direct Plate (camera copy)	3.50	8.00
Direct Plate (from file)	3.50	8.00

OK

General

Overall Labor & Supply Markup (%) 30.0

Press Sliding Scale discount (max%) 30.0

Turnaround Time (days) 4

hours for max discount 7.0

Word Processor Creator Code BOB0

WP import extension - Converted

Word Processor Name AppleWorks

Finder opens document

Label page top margin 43

Space Between Labels 72

US Label layout Intl label layout

Job Jacket: Job SAVE (Recommended) Standalone

Show job cost on screen Blank fields on New Estimate

Show sell price on job jacket

Terms & conditions for email quote: Terms and Conditions: Price subject to review after 30 days. Acceptance of job by printer subject to review of customer supplied materials. Job is produced pursuant to printing trade customs.

Extended job descriptions on Invoices Assume free delivery on Quotes

OK

Presses 1-3

	Press #1	Press #2	Press #3
Press name	multi 1250w	Hamada 660	Hamada 770
Hourly rate	47	47	49
1 color setup time	12	12	15
Color ink washup time	16	16	20
Impressions per hour	5500	5500	5500
Close register time (min)	12	12	14
Basic setup material cost	3	3	3

Ink cost per 1000 impressions 10% coverage on a 8.5x 11 page 0.2

OK

Production Rates (continued)

Accounting Setup

Description	Tax	Description	Tax
1 Tax Exempt	0 %	7 Tax Rate 7	6.5 %
2 Default	4.5 %	8 Tax Rate 8	7 %
3 Tax Rate 3	4.5 %	9 Tax Rate 9	7.5 %
4 Tax Rate 4	5 %	10 Tax Rate 10	8 %
5 Tax Rate 5	5.5 %	11 Tax Rate 11	8.5 %
6 Tax Rate 6	6 %	12 Tax Rate 12	9 %

Days since invoice before interest is charged
Past Due Interest Rate % (per month)

Days since invoice that payment is due (we calculate interest from this date)

Terms info for invoice

OK

Bookbinding

Description	Setup Time (min)	Bind Only Books/hr	Material Cost/book	Collate Sigs/hr.	\$/hr. rate
1 machine saddlestitch	30	18000	0.04	5200	37
2 spiral bind	0	0	0	0	0
3 collate/cmr staple	0	0	0	0	0
4 bind 4	0	0	0	0	0
5 bind 5	0	0	0	0	0

OK

Proofs

DTP Proofs		Description	Preview-Startup Time	Material per page	Time per page
1	B/W Laser		0	0.00	1
2	Color Ink Jet		2	0.20	2
3	Iris		2	5.00	4
4	Other dtp proof		0	0.00	0

Pre-Press Proofs		Requires Flat Exposure	Time (excluding flat exposure)	Material (Letter Size)
5	Blueline	<input checked="" type="checkbox"/>	0.7	1
6	Color Key	<input checked="" type="checkbox"/>	5	2
7	Match Print	<input checked="" type="checkbox"/>	10	20
8	Other pre-press proof	<input checked="" type="checkbox"/>	0	0


Othersizes automatically calculated

OK

Calculation Summary Screen

When calculating a price, this window shows a breakdown of the charges. It is useful to verify that the job was correctly entered and is part of the Job SAVE system. This window can be printed as shown here by just selecting print from the file menu. This is especially helpful when adjusting the production rates to match your price scheme.

Calculation Summary

Job 44956 Richmond II/Coms/YA P0: 75835 5060 Bond Real Estate	Due: 2/1/02 Status: C Press: Hamada 770	Presssheet 17 x 11.5 Get 4 out of each Parent
You need 580 sheets of 23 x 35 White 70# Carnival Linen Text Sell \$174.11 Use 2320 presssheets Direct Plates: 0 Metal Plates: 2 Passes: 2 #Color inks: 1 Colors: 2955		
Design: \$0.00 Line Negs: \$0.00 Halftones: \$0.00 Stripping: \$0.00 Proofs: \$0.00 Plate: \$23.53 Prep Time: :14	Press: \$143.89 Fold: \$23.35 Cut: \$12.49 Box: \$9.42 Press Time: 1:44 Bindery Time: 1:10	3 hole drill \$16 None \$0 None \$0 None \$0 None \$0 None \$0
Prev Job 44135 was \$382 for 2000 x 1 Job cost for 2000 x 1 is \$255 500: \$186 1000: \$244 2000: \$367 5000: \$731 2000: \$367 4000: \$610 *****RERUN***** disc.= 10%		
	Delivery: \$0	Save Quote Resave Job New Estimate Price List
Main Menu Redo Combined Qte	Email Qte Print Job Ticket Written Quote	Save Quote Resave Job New Estimate Price List

Standard Papers

Tell PowerQuote to "Learn" the papers you use most. PowerQuote will store the paper in one of 8 paper categories you choose. Then next time you want to make an estimate you can just click on the paper from this standard paper list. You can print this list for reference. It's a handy tool to get competitive bids from paper merchants. PowerQuote can also import papers from Xpedx "Printer's Product Guide".

Standard Papers List of 1/27/02

Width	Length	Description	Sp	Brkt1	BrktQty	Brkt2
8.50	x 11.00	Whites 24# Classic Crest Writing	LM	\$24.70	5000	\$22.00
8.50	x 11.00	Whites 24# Classic Linen Writing	LM	\$27.35	5000	\$24.35
4.12	x 9.50	Whites 24# Classic Linen Writing No 10 E	LM	\$49.60	1200	\$49.60
8.50	x 11.00	Av Brill Wht/Clas Natl Wht 24# Classic La	LM	\$24.70	1200	\$24.70
23.00	x 35.00	Solar White 80# Classic Linen Cover	LM	\$637.52	1200	\$549.32
8.50	x 11.00	Whites 24# Strathmore Wrtg Wove	LM	\$26.00	1200	\$26.00
23.00	x 35.00	Whites 80# Strathmore Writing Wove Cover	LM	\$463.64	1200	\$463.64
25.00	x 38.00	Brt Wht 80# Strathmore Writing Wove Cove	BW	\$575.00	1200	\$575.00
28.00	x 34.00	Ultimate White 24# Strathmore Writing Wo	LM	\$355.63	1200	\$355.63
4.12	x 9.50	Whites 24# Strath Wrtg Wove #10 Env	LM	\$48.00	1200	\$48.00
23.00	x 35.00	White 80# Classic Crest Cover	LM	\$523.21	500	\$483.85
4.12	x 9.50	Colors 24# Classic Linen Writing No 10 E	LM	\$51.05	1200	\$51.05
4.12	x 9.50	White 24# Classic Crest No 10 Env	LM	\$46.30	1200	\$46.30
4.12	x 9.50	White 24# Beckett Cambric Writing No 10	LM	\$49.00	1200	\$49.00
8.50	x 11.00	Whites 24# Beckett Cambric Wrtg	LM	\$23.00	1200	\$23.00
23.00	x 35.00	WHT 80# Beckett Cambric CVR	LM	\$508.53	1200	\$508.53
8.50	x 11.00	Colors 24# Classic Crest Writing	LM	\$25.25	1200	\$25.25
4.12	x 9.50	Colors 24# Classic Crest Writing No 10 E	LM	\$47.80	1200	\$47.80
23.00	x 35.00	Colors 80# Classic Crest Cover	LM	\$534.14	500	\$494.14
8.50	x 11.00	Colors 24# Classic Linen Wrtg	LM	\$29.20	1200	\$29.20
23.00	x 35.00	Colors 80# Classic Linen Cover	LM	\$559.62	1200	\$559.62
8.50	x 11.00	Colors 24# Classic Laid Writing	LM	\$25.25	1200	\$25.25
4.12	x 9.50	Whites 24# Classic Laid Writing No 10 En	LM	\$46.30	1200	\$46.30
4.12	x 9.50	Colors 24# Classic Laid Writing No 10 En	LM	\$47.80	1200	\$47.80
23.00	x 35.00	Whites 80# Classic Laid Cover	LM	\$449.14	1200	\$449.14
23.00	x 35.00	Colors 80# Classic Laid Cover	LM	\$504.56	1200	\$504.56
8.50	x 11.00	Colors 24# Strathmore Wrtg Wove	LM	\$26.50	1200	\$26.50
23.00	x 35.00	Colors 80# Strathmore Wrtg Wove Cover	LM	\$470.58	1200	\$470.58

Booklet-Combined Quote

Similar to the normal written quote, but allows you to combine up to 4 production jackets along with bookbinding (if desired) into one quote.



Printing Estimate

Business Printing That Builds Success

P.O. Box 1605 • Manassas, Virginia 20108

Phone: (703) 378-8660 • Fax: (703) 935-2406

Quotation Prepared for Prince Golf Club 1/27/02

Description : Golf Membership Brochure (12 Page plus cover)

Finished Size : 11 x 17

Paper : 1) White 100# Value Gloss Cover
2) White 80# Cougar Opaque Text

Ink/Sides : 1) 4/0 Process color
2) 2/2 Red 185 and blk

Binding : machine saddlestitch

Customer To Furnish : complete electronic file in acceptable format

Other specs : close register, no bleeds, no heavy coverage

Proof : Iris

Delivery : customer to pickup

Turnaround : 4 working days from receipt of customer supplied materials or proof approval.

Prices: 500 only \$2972 1000 only \$3469 2000 only \$4434
4000 only \$6281 5000 only \$7229

Customer Fax # 703-757-2401

q46821 combined quote of q46818, q46819

Booklet-Text Signatures Job Ticket

If the example booklet quote was approved for production, this is what the job ticket for the text signatures would look like. Since the text may have different paper and ink than the text, it may be run on a different press and requires this separate job ticket. All of the production tickets for the booklet can be billed as one job, or as separate job with one total price shown.

46819

Bill to: Prince Golf Club Ship to: _____
 OK OK with Changes 2nd Proof On Booklet Jacket
 Called In Person By Fax
 Date _____ Person _____
 same as on copy see P.O.

Previous J# _____ Cust P.O. # _____ Phone 560-1999 Fax 560-1222 Date 1/16/02 Due Date 1/31/02

Qty.	Description	Finished Flat Size	Weight	Brand	Paper	Color
2000	4 page Membership text signatures	11 x 17	A 80	Cougar	<input checked="" type="checkbox"/> Bond Cover <input type="checkbox"/> Text Bond Cover	<input type="checkbox"/> Coated White <input type="checkbox"/> Coated

Folds Down To	Parallel Folds	R.A. Folds	Perfs, Silt, Score	Drill on _____	Holes Edge	Pads of _____ sheets each	Pad on _____ edge	Reverses/Traps	Qty.	Quote #	Paper A	Paper B
Inks Face	Inks Back	Screens	Halftones	Bleeds	Spread & Trap	1	1	B&W _____ Laser/Comp _____ Close Reg. _____ Reverses _____				
PMS 185	PMS 185	_____	_____	_____	_____	_____	_____	_____				
PMS Black	PMS Black	_____	_____	_____	_____	_____	_____	_____				
PMS _____	PMS _____	_____	_____	_____	_____	_____	_____	_____				

Quality Exp M L Size of Co. H M L
 Cust Serv Req. H M L Desire for us M L
 Employee Rank H M L

17.50 x 12.50 Get 2 press sheets out of each 23.00 x 35.00
 Take the 17.5 out of the 23.00
 You need 3560 sheets of White 80# Cougar Opague Text LM
 CAMERA/STRIPPING
 Strip up 1 4 page signatures on a 17.50 x 12.50 press sheet.
 Grip the 17.50 edge of the presssheet. Customer provides file to be imaged.
 Burn tick marks on this oversized presssheet and register marks in the trim area.
 There are 0 halftones. Burn 12 Metal Plates and 0 direct plates
 Make 6 Tabloid size Blueine
 Times--- 1/2 tones> :00 Negs> :00 Strip> 3:00 Plates> 1:36
 Press sheet: 17.50 x 12.50 Finished: 11.00 x 17.00 Total Cut> 2:22 Box> :28
 BINDER
 PRESSWORK
 Hamada 770-2c You will need to do 1 washups for 2/2 Red 185 and blk
 Run 7120 17.50 x 12.50 sheets through the press 2 times. Order qty 2000 x 3
 Use 12 metal plates and 0 direct plates. Press time> 5:53
 called on phone for brochure prices

Design/Layout	None	\$0
None	None	\$0
None	None	\$0
None	None	\$0
None	None	\$0
None	None	\$0
None	None	\$0
Delivery		\$0
Grand Total		\$2324.00

Art Ready _____ Deliver _____
 Pick Up Ship Courier UPS

Printed Quantity _____
 Folded Quantity _____

Booklet-Cover Job Ticket

If the example booklet quote was approved for production, the job ticket for the cover would look like this. Since the cover may have different paper and ink than the text, it may be run on a different press and requires this separate job ticket. All of the production tickets for the booklet can be billed as one job, or as separate job with one total price shown.

Bill to: <u>Prince Golf Club</u> Ship to: _____ _____ _____ <input type="checkbox"/> same as on copy <input type="checkbox"/> see P.O.	Blueline <input type="checkbox"/> OK <input type="checkbox"/> OK with Changes <input type="checkbox"/> 2nd Proof <input type="checkbox"/> Called <input type="checkbox"/> In Person <input type="checkbox"/> By Fax Date _____ Person _____	46818 <input checked="" type="checkbox"/> On Booklet Jacket	Previous J.# _____ CUST.P.O. # _____ Phone <u>560-1999</u> Fax <u>560-1222</u> Date <u>1/16/02</u> Due Date <u>1/31/02</u>
Qty. <u>2000</u>	Description <u>Membership brochure Covers</u>	Finished Flat Size <u>11 x 17</u>	Weight <u>A 100</u> Brand <u>Value Gloss</u> Paper _____ Color <u>White</u>
Folds Down To _____ Perfs, Slit, Score _____ R.A. Folds _____ Drill on _____ Holes _____ Pad on _____ sheets each edge _____	Inks Face _____ Back _____ PMS _____ PMS _____ PMS _____	Screens _____ Halftones _____ B&W _____ PMS _____ PMS _____ PMS _____	Reverses/Traps _____ Bleeds _____ Spread & Trap _____ Laser Comp _____ Ship-ins _____ Reverses _____
Quality Exp _____ M L _____ Size of Co. _____ H V L _____ Cust Serv Req. _____ H M L _____ Desire for us _____ M L _____ Employee Rank _____ H M L _____	Hvy. Copy _____ Negs Supplied _____ Art Supplied _____ Printer to Typeset _____ Work & Turn _____ Tumble _____ Sheetwise _____	Paper A _____ Paper B _____	Art Ready _____ Deliver _____ Ship _____ Courier _____ UPS _____

17.50 x 12.50 Get 2 press sheets out of each 23.00 x 35.00 Take the 17.5 out of the 23.00 You need 1460 sheets of White 100# Value Gloss Cover RS	CAMERA/STRIPPING Strip up 1 Membership Brochure Covers on a 17.50 x 12.50 press sheet. Grip the 17.50 edge of the presssheet. Customer provides file to be imaged Burn tick marks on this oversized presssheet and register marks in the trim area. There are 0 halftones. Burn 12 Metal Plates and 0 direct plates Make 1 Iris Times--- 1/2 tones> :00 Negs> :00 Strip> 2:12 Plate> 1:36 BINDERY Press sheet: 17.50 x 12.50 Finished: 11.00 x 17.00 Total Cut> 1:56 Box> :15	Design/Layout \$0 None \$0 None \$0 None \$0 Delivery \$0 Grand Total \$1882.00
---	---	--

Hanada 770-1c 4c You will need to do 3 washups for 4/0 Process color Run 2920 17.50 x 12.50 sheets through the press 2 times. Order qty 2000 x 1 Use 12 metal plates and 0 direct plates. Press time> 4:49 called on phone for brochure prices	Customer # 2401 Ph: 703-757-7111 Fx: 703-757-2401 Printed Quantity. _____ Folded Quantity. _____
---	--

Booklet-Combination Job Ticket

If the example booklet quote was approved for production, this is what the combined job ticket would look like. All of the production tickets for the booklet as well as the bindery are summarized on this ticket.

Prince Golf Club		46821
2000	Golf Membership Brochure	
John Smith 1461 Hill Road Manassas VA 20181 Customer # 2401	Phone:703-757-7111 Fax:703-757-2401	Due Date: 1/31/02
Combined jobs of 46818, 46819, 0, 0		
Job 46818	Membership Brochure Covers	\$1882
Job 46819	4 page signatures	\$2324
Binding	machine saddlestitch	\$228
Grand Total		----- \$4434