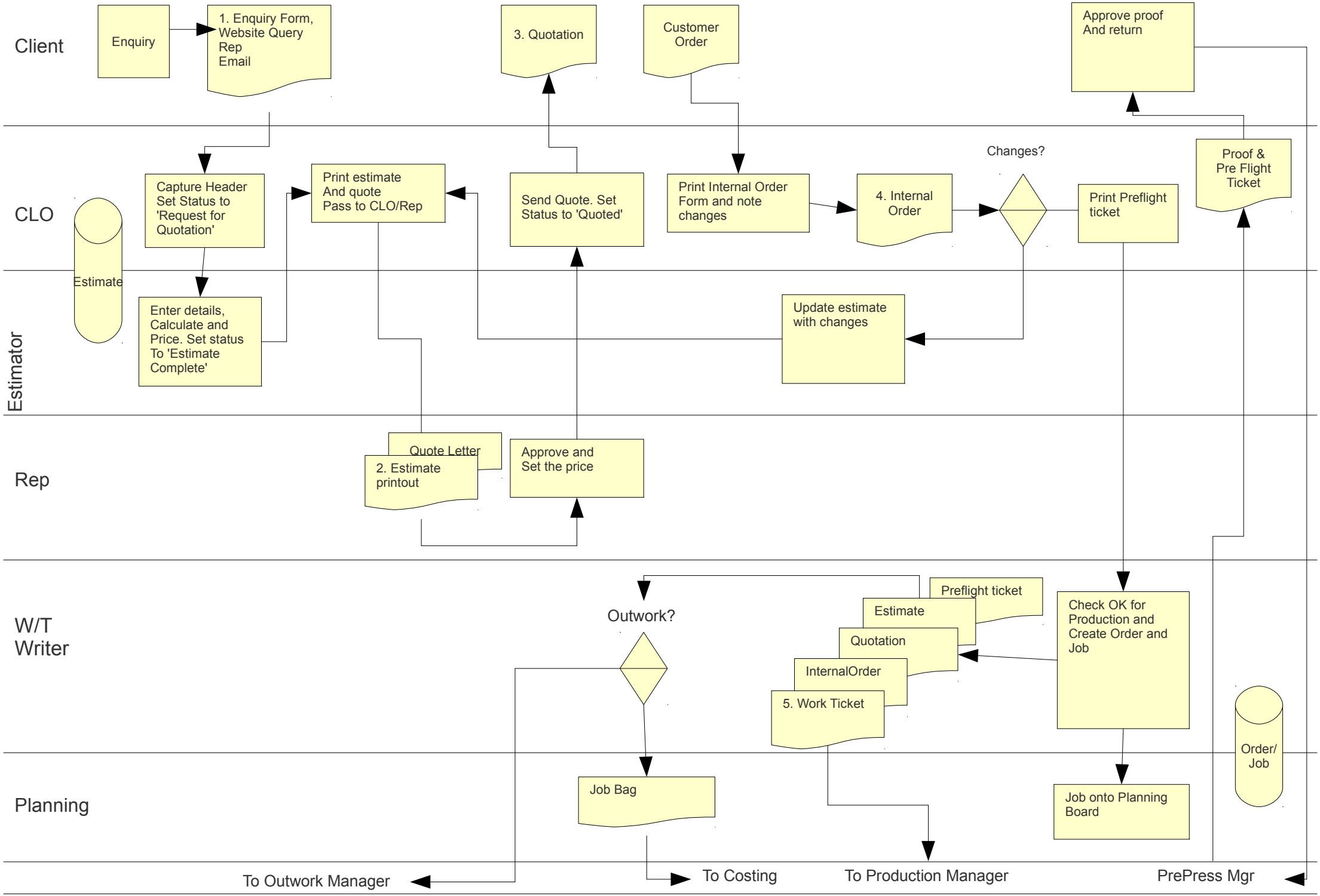
Client
Enquiry
1. Enquiry Form, Website Query Rep Email
3. Quotation
Customer Order
Approve proof And return
CLO
Capture Header Set Status to 'Request for Quotation'
Print estimate And quote Pass to CLO/Rep
Send Quote. Set Status to 'Quoted'
Print Internal Order Form and note changes
4. Internal Order
Changes?
Print Preflight ticket
Proof & Pre Flight Ticket
Estimate
Estimator
Enter details, Calculate and Price. Set status To 'Estimate Complete'
Update estimate with changes
Rep
Quote Letter
2. Estimate printout
Approve and Set the price
W/T Writer
Outwork?
Preflight ticket
Estimate
Quotation
InternalOrder
5. Work Ticket
Check OK for Production and Create Order and Job
Order/ Job
Planning
Job Bag
Job onto Planning Board
To Outwork Manager
To Costing
To Production Manager
PrePress Mgr