



**FOR BUSINESS USE ONLY:**

Date:	Requestor name:	Production go live date:	
Cost center:	Profit center:	Annualized print impressions:	Number of pages per item/set:
Job name as given by system or program:		File type:	Stock type:
Job name as described by business area:		B/W or Color: <input type="checkbox"/> B/W <input type="checkbox"/> Color	Simplex or Duplex: <input type="checkbox"/> Simplex <input type="checkbox"/> Duplex
Destination of output (external): <input type="checkbox"/> Third party pre-sort <input type="checkbox"/> First class mail <input type="checkbox"/> UPS		Destination of output (internal): <input type="checkbox"/> GLIC early am <input type="checkbox"/> GLIC mid-day <input type="checkbox"/> GLIC late afternoon	
Finishing type:	Frequency:	Monthly volumes:	Required service level:
Post processing stock:		Annual post processing stock volume estimate:	
Job details:			

**FOR OFFICE SERVICES USE ONLY:**

<input type="checkbox"/> New estimate	<input type="checkbox"/> Change to cost center	<input type="checkbox"/> Change file name	
<input type="checkbox"/> Change to existing estimate	<input type="checkbox"/> Change rate	<input type="checkbox"/> Change volumes	
<input type="checkbox"/> Catalog item request made	<input type="checkbox"/> Request P.O.	<input type="checkbox"/> Change to database	
<input type="checkbox"/> Change with CCS systems	<input type="checkbox"/> Change to P.O.	<input type="checkbox"/> Test Print	
Date:	Processor name:	Date to move to production:	
Estimate number:	P.O. number:	Job number:	Service level: <input type="checkbox"/> Critical <input type="checkbox"/> Non-critical
File name:		Google Docs location:	
System name:	Location printed:	Date uploaded:	
Comments:			

**DMS PORTAL REQUIREMENTS (FOR OFFICE SERVICES/CCS USE ONLY):**

User Names / Emails for provisioning on portal:

Name: _____	Email: _____	<input type="checkbox"/> Email notification required
Name: _____	Email: _____	<input type="checkbox"/> Email notification required
Name: _____	Email: _____	<input type="checkbox"/> Email notification required
Name: _____	Email: _____	<input type="checkbox"/> Email notification required
Name: _____	Email: _____	<input type="checkbox"/> Email notification required
Name: _____	Email: _____	<input type="checkbox"/> Email notification required
Name: _____	Email: _____	<input type="checkbox"/> Email notification required

**New product added to portal (test file required):**

Type of file: ☐ Check ☐ Other: \_\_\_\_\_

☐ Auto Approve ☐ Business unit review and approve ☐ Distribution needed

☐ Add column information inside portal for checks: ☐ Check ☐ Plan&Claim ☐ Plan holder ☐ Payee ☐ Address

☐ Add column information inside portal for statements: ☐ Record ID ☐ Code ☐ Name ☐ Address ☐ Reject

**Changes to existing template on portal (test file required):**

☐ Address block shift ☐ Body of template shifted ☐ Verbiage added to paragraphs ☐ Verbiage removed from paragraphs

☐ Change column information inside portal for checks: ☐ Check ☐ Plan&Claim ☐ Plan holder ☐ Payee ☐ Address

☐ Change column information inside portal for statements: ☐ Record ID ☐ Code ☐ Name ☐ Address ☐ Reject

Comments:

**DEVELOPMENT/TESTING (FOR OFFICE SERVICES/CCS USE ONLY):****Testing (print only):**

Tier 1 - up to 500 sheets -	X	=
Tier 2 - up to 2000 sheets -	X	=
Tier 3 - up to 5000 sheets -	X	=

**Testing (print and insert):**

Tier 1 - up to 200 pieces -	X	=
Tier 2 - up to 1000 pieces -	X	=
Tier 3 - up to 2500 pieces -	X	=

**Set up fees:**

General development -	X	per 15 minutes =
Programming development -	X	per 15 minutes =
IT technician -	X	per 15 minutes =
Graphic technician -	X	per 15 minutes =

**TOTAL DEVELOPMENT/TESTING COST =**

Comments:

FOR CONTENT CRITICAL USE ONLY:					
<b>PRINTING</b>					
Print black -	X	impressions =	Print color -	X	impressions =
Print mixed -	X	impressions =	Black MICR -	X	impressions =
<b>STOCK</b>					
8.5 x 11 20# White -	X	sheets =	8.5 x 11 20# White w/ perf or 3HD -	X	sheets =
8.5 x 11 24# 98B White -	X	sheets =	8.5 x 11 24# White w/ perf or 3HD -	X	sheets =
8.5 x 11 24# Preprinted Check Stock -	X	sheets =	8.5 x 11 20# Blue Hammermill -	X	sheets =
8.5 x 11 20# Blue Offset -	X	sheets =	Text Endurance Silk 100# 25x38 -	X	sheets =
8.5 x 14 20# White 92B -	X	sheets =	11 x 17 20# White 92B -	X	sheets =
8.5 x 11 64# White Card Stock -	X	sheets =			
<b>FULFILLMENT</b>					
Insert into #10 1 to 2 pages -	X	sheets =	Each additional sheet up to 6 -	X	sheets =
Insert into 6x9 up to 8 sheets -	X	sheets =	Each additional sheet up to 30 -	X	sheets =
Insert into 9x12 up to 12 sheets -	X	sheets =	Each additional sheet up to 30 -	X	sheets =
Hand insert check #10 or 9x11.5 -	X	sheets =	Hand insertion -	X	sheets =
<b>MATERIALS</b>					
Carton plus packing 17.5x11x9 w/ score -	X	carton =	Carton plus packing 17.25x9x3 200# RSC -	X	carton =
Carton plus packing 17.5x11x3 200# RSC -	X	carton =	Carton plus packing 17.25x11.25x6 200# -	X	carton =
Wide format posters 36 x 24, print on HP gloss, mount to foam board, laminate pack in 10's -				X	poster =
<b>BINDERY OPERATIONS</b>					
Perfect binding -	X	job =	Comb binding -	X	job =
Wiro binding -	X	job =	Spiral binding -	X	job =
Coil binding -	X	job =	Fastback book binding (tape) -	X	job =
Saddlestitch binding -	X	job =	Corner stitch -	X	job =
Guardian booklet binding (tape) -	X	job =	Various bindery operation -	X	day =
<b>LAMINATION</b>					
8.5 x 11 -	X	sheets =	8.5 x 14 -	X	sheets =
11 x 17 -	X	sheets =	Name badge 2 3/16 x 3 11/16 -	X	badges =
Name badge 2 5/8 x 3 7/8 -	X	badges =			
<b>OTHER POST PROCESSING</b>					
Folding -	X	sheets =	Perforating -	X	sheets =
Scoring -	X	sheets =	3 hole punch -	X	sheets =
Stapling -	X	items =	Padding -	X	items =
Booklet packaging/separation -	X	touch =			
<b>HAND OPERATIONS</b>					
Kit assembly -	X	touch =	Distribution -	X	shipment =
<b>TOTAL IMPRESSIONS =</b>					
<b>UNIT COST =</b>					
<b>TOTAL PRINT COST =</b>					
<b>TOTAL DEVELOPMENT/TESTING COST =</b>					
<b>TOTAL COST =</b>					