

Company List of Processes

| <u>Step No</u> | <u>Process Name</u> | <u>Related Department</u> |
|----------------|---------------------------|----------------------------------|
| 10 | Inquiry | Marketing |
| 20 | Quote/Contract Reviewed | Marketing |
| 30 | Client Approval | Marketing |
| 40 | P.O. Customer | Marketing |
| 50 | Docket Preparation | Marketing |
| 60 | Purchasing | Purchase |
| 70 | Incoming Inspection Paper | Store |
| 76 | Incoming Inspection Ink | Store |
| 77 | Incoming Inspection Plate | Store |
| 80 | Designing | Designing, Composing / Pre-Press |
| 90 | Scanning/Image Setter | Scanning |
| 100 | Film Making | Film making |
| 101 | Plate Making | Plate Making |
| 110 | Cutting | Cutting |
| 120 | Printing | Data Printing |
| 130 | Packing | Binding |
| 140 | Dispatch & Final | Finishing / Dispatch |