

# 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
125	Binding	Binding
130	Packing	Binding
140	Dispatch & Final	Finishing / Dispatch