

# 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             |