

Preceded by: 16-Finalize Components (PM12)

16a-Presswork & Binding (P&B)/ Confirming Cost Estimate (CCE) Creation (OS8)

Followed by: 17-Final Pass Pages (PM13)

Why: *The purpose of this budget is to provide the latest cost estimate based on the final specifications and approved print run for the product.*

Who: *Operations Specialist*

Skills Needed: *Cost Estimating*

Knowledge Base Needed: *PIMS, CES*

TASK: Create CCE (P&B) Estimate and P&B Purchase Orders in CES:

Step 1: Completed P&B request form (attached to copy of RTP) is received from **In-House Project Manager (PM)/Liaison** 2 weeks prior to file to printer. This form transmits current data from compositor to **In-house PM/liaison** then OPS for project to be finalized.

Step 2: CCE (P&B) estimate is created reflecting final specifications and approved print run. P&B must be created and sent **no later** than 1 week **prior** to file ship to printer date. OS will:

- Obtain revised P&B bids/printer quotes if needed via email.

NOTE: No more than 3 printer quotes should be requested on a title. If a fourth quote is needed, OS must gather SME and print vendor on the phone to iron out all details so printer can create a final quote.

- Review WIP and investigate/resolve erroneous charges.

Step 2: Finalize paper order in CES. Note in comments field that paper order is now final.

- Input complete Cost Sheet budget into PIMS at charge code level as new version. Do not override BP1 budget breakdown.
- Create P&B for text and all components in CES and transmit to vendor via PIX (or printout and FAX as a backup).
 - For POs with multiple components being printed by the same vendor, the PO can contain specs/costs for all the components (i.e. cover and insert). However, if a component is common to multiple versions of the product family (i.e. IE, SE and NASTA versions) there must be a PO for the portion of the component that is being charged to each version of the product.
 - For titles with multiple versions or derivative product, OS is to make a notation in the "Notes" section of CES including the ISBN of all related titles. (i.e. Volumes, NASTA, IE, etc..)
- Release POs to manufacturing vendors via PIX (or printout and FAX as backup).
- Reconfirm schedule with all manufacturing vendors. Any changes to the schedule must be input into PIMS and the **In-house PM/liaison** and Acquisitions Editor (AE) must be informed.

- OS forwards final page count, PPI, and bindary contact info (if is different from listing in Vendor database) to **AD** via email so **AD** can order bindary template. **AD** will then send request to bindary and cc OPS. OS is carbon copied on Template Request in order to double-check outgoing information. If an error is caught, the OS needs to respond to all email recipients clarifying the mistake.
- Complete Review of Final Selling Price (RFSP) portion of the Cost Sheet Routing form and route to all listed on routing sheet (can include Inventory Manager).
- Once the RFSP has routed and been approved, it is returned to OS and filed.

Step 3: Closeout Process.

- Actual Bound Book (Delivery Date on P&B PO) date is systematically fed from CES to PIMS when main P&B order (containing “Finished Goods Component”) is finalized in CES. SCHEDULE >Overview >actual bound book

PRODUCT PRODUCTION DESIGN VISUAL TEAM SCHEDULE BUDGET MANUFACTURING MEDIA REPRINTS PO									
• Overview • Create/Modify Schedule • Schedule Details • Vendor Schedule • Product Summary									
PUB MONTHS		PUB WEEK		WAREHOUSE RECEIVE DATE		04/18/2007		ESTIMATED SHIP DATE	
	PLANNED	REVISED	ACTUAL		PLANNED	REVISED	ACTUAL		
Instock/revise editorial/budgeted	04/20/2007	04/01/2007		Production launch meeting			10/13/2006		
Text ms to production - start	05/01/2006	03/01/2006	06/15/2006	Text ms to production - end	05/01/2006	03/01/2006	06/15/2006		
Last batch of final photo selections to researcher				Line art pages to production - end					
First batch of ms to compositor	10/18/2006	10/24/2006	10/24/2006	Last batch of ms to compositor	11/22/2006	12/18/2006	12/19/2006		
First pages to production - start	11/03/2006	11/09/2006	11/15/2006	First pages to production - end	12/12/2006	12/18/2006	12/19/2006		
Final pages to production - start	12/07/2006	12/19/2006	12/19/2006	Final pages to production - end	01/16/2007	01/25/2007	01/25/2007		
Final files/film/camera copy to printer - start	02/09/2007	03/01/2007	03/01/2007	Final files/film/camera copy to printer - end	02/09/2007	03/01/2007	03/01/2007		
Bound book	03/16/2007	04/13/2007	04/13/2007	Instock/live date	03/23/2007	04/20/2007	04/18/2007		

Note: Actual Bound Book Date is PO delivery date ESTIMATED vs ACTUAL DAYS: 26 (Negative = days early; Positive = days late)

SPECIAL SCHEDULE REQUIREMENTS	CONCEPT MEETING	
	PINK SHEET ROUTING	
	PRICE APPROVED	

SCHEDULE COMMENTS: As of 3/9/05, this project is still out for reviews. This manuscript was sent back to the author. It needs additional organizational structure. Sent back 8/30/05. Revised files-to-printer date due to heavy author alterations.

- OS will distribute sample copies to: **In-house PM/liaison**, Editorial, Marketing, **Media (if applicable)**, **Design**, **AVPM**, and Library of Congress. **In-house PM/liaison** forwards one copy to author(s).
- OS assigns one copy as “Advance Inspection” copy for manufacturing quality. OS routes with Book Acceptance Form to **In-house PM/liaison** who will notify OS and **SME** of any issues immediately by email. **In-house PM/liaison** returns hard copy and form to OS.
- OS will place hard copies of all POs in job file, samples of all components, and any other relevant paperwork.

PHHE Production Procedures: 16a-P&B/CCE Creation (OS8)

- When bindery samples are received, OS will check PIMS Actual Instock (or check UOPS) to determine if book has been declared Available for Sale (AS). Once the AS status is confirmed change Production Status from Scheduled to Complete in PIMS PRODUCT >Title Info >production status.

Product has been Manufactured. Record modifications will NOT be uploaded to PEAR.

PRODUCT	PRODUCTION	DESIGN	VISUAL	TEAM	SCHEDULE	BUDGET	MANUFACTURING	MEDIA	REPRINTS	PO	
<p> Title Info Market Contract </p>											
GROUP:	PH-HE				LATEST INSTOCK:	04/18/2007		LATEST BOUND BOOK:	04/13/2007		
DIVISION:	14004:CHET				ACTUAL PUBLISHED:	04/18/2007		ARCHIVED:	07/30/2007		
TEAM:	Career				IMPRINT:	Prentice Hall					
ISBN:	0131119117		Copyright Year:	2008		EAN:	9780131119116				
AUTHOR:	Fernandez edit author				EDITION:	1					
TITLE:	Illustration for the Fashion Designer:										
SOURCE ID:	Q-CHET				GROUP ID:	18-Fashion					
DISCIPLINE:	2325-Fashion				REGION:						
MARKET CATEGORY:	Select				CATEGORY:	4					
SERIES:	Complete view history all product				LEVEL:	Select					
PRODUCTION STATUS:	Complete				ALERT:	GREEN - On Schedule					
PEAR ID:	000100010002231377										
PRODUCT SALEABLE:	Select				PRIORITY:	B					
PRODUCT DESC:	Book				PREV ED. ISBN:						
PARENT/SUPPLEMENT:	Parent				PREV ED. WIP:						
BISAC CODE:	Select				UOPS PRODUCT:	ILLUSTRATN FASHION DESGN					
PENDING S/W RELEASE:	Select				PARENT ID:	000100010002231377					
					DELIVERY SYS.:	Select					
					PRIVATE LABEL INDICATOR:						
					DATE CREATED:	07/10/2002					
<p> show/hide details BOM ISBN show/hide details </p>											
COMMENTS:	<p>DVD is to be packaged with the book. JS followed up with author on 10/10/06; 8-page color insert to be added. Author needs to choose some pieces from Color chapter and place nearest to that chapter.</p> <p>Author to supply new cover art; JS followed up on 10/10/06. Author needs to supply Preface; JS followed up on 10/10.</p> <p>Finished CD received 11/1.</p>										