How to Enter Various Job Types

Entering a Padding Job

NOTE: *The options and the prices shown in the images in this section may vary due to your setup preferences in Printer's Plan.*

To demonstrate entering a padding job, pads with the following specifications will be used as an example:

Number of pads: 100

Final trim size: 5.5 x 8.5

70# Carnival Linen

Number of sheets per pad: 50

① *IN THE NEW ITEM(S) WINDOW, SELECT **NEW ITEM** AND THEN **PAD** FROM THE PRODUCT TYPES LIST.*

*CLICK **OK**.*

The Item Specs window appears.

② *NOTE AND ADJUST THE SELECTIONS IN THE TOP SECTION OF THE SPECS WINDOW.*

Select **Per Each** in this field to show the Unit Price per pad.

The **Sheets/Pad** selection appears in this field because this Document type was assigned to the Product type "Pad". If you do not see the "Sheets/Pad" selection here, click in this field and select it from the drop-down list.

The "Sheets/Pad" selection automatically changes the Quantity field label above it to **#Pads**.

You may enter the trim pad size here. This size will be displayed next to the Item Description on the Quote/Invoice.

Note this entry is not required and will not be used in calculating the cost or price of the Item.

3 *ADD THE REMAINING ITEM SPECIFICATIONS. THE COMPLETED SPECS WINDOW SHOULD LOOK SIMILAR TO THE FOLLOWING.*

ITEM 1	Item Properties			
	Description	Note Pads	Price Level	Normal
	#Pads	100	Price Rounding	Off
	Sheets/Pad	50	Format Unit Price	Per Each
Pad	Sides	1	Size (W x H)	5.5 x 8.5

SERVICES — Service Specs

Add Services From:

Category	Service (right-click for options)
▪ All Departments	
▪ Graphics	Text — 70# Carnival Linen · 11 x 17 White 50 Sheets/Pad Chesapeake
▪ Proof	✂ Run: 11 x 17 Finish: 5.5 x 8.5 (1 out 4 up)
▪ Paper	▪ Front: Black
▪ Prep Bindery	▫ Back:
▪ Digital	
▪ Printing	Printer — **Printer - Blk & Wht**
▪ Wide Format	
▪ Finishing	Cut — **To FinSz: 3 Cuts/Sheet**
▪ Mailing	
▪ Brokered	Pad — **In 50s**
▫ Other	

Be sure to add the Pad Service.

☑ Save & Close

☒ Cancel

Item Note: {125 150 200}

4 *THE PRINTED QUOTE WILL LOOK SIMILAR TO THE FOLLOWING, DEPENDING ON THE PRINT OPTIONS YOU SELECT.*

Ordered By: Michelle Greene   Phone: 410-539-3466 x 35   Fax: 410-539-558

Note Pads 5.5 x 8.5 50 Sheets/Pad

Quantity	Unit Price	Price
100	2.13/Pad	212.90
125	2.11/Pad	264.33
150	2.10/Pad	315.54
200	2.07/Pad	413.05

Text: 70# Carnival Linen 5.5 x 8.5 White   (50 Sheets/Pad)
Front: Black