

ENPOINTE | SCOPE of WORK (SoW) SUMMARY FORM

The purpose of this document is to specify all the criteria of upcoming work and clearly document the project requirements, milestones, deliverables and end products that are expected to be provided.

SoW Meeting Date		Customer Name	
Account Executive		SOW Summary #	
Sr. Project Manager			
Project Manager			
Format	<input checked="" type="checkbox"/> one New	<input checked="" type="checkbox"/> Existing	
	<input checked="" type="checkbox"/> one Prospect	<input checked="" type="checkbox"/> Sold Job	
Cycle Time Request (Days)			

i.e. 5 Days from receipt of Data Files into Mail, Must mail February 23rd

PROJECT SPECIFICATIONS					
	Product Type	Size	Qty	DP Complexity	PM Complexity
Component 1				Match Mail	Multiple Versions
Component 2				Commingle	High Page Count
Component 3				Postal Presort	Multiple Edits
Component 4				Canadian Mail	Large File Size
Total Mail Quantity:				Foreign Mail	Color Correction
Total Print Quantity:				Sample Files	Complex Dielines
Total # of Print Versions:				Sign-Off File	Complex Layering
Total # of Package Versions:				Seed Names	Complex Crossovers
Samples:	Qty	Special Requirements			
Special Workflow Requirements					
Outside Service Requirements					

KEY DATES											
DELIVERY SPECIFICATIONS											
Start Ship/Mail Date			Ship/Drop	1		4					
Complete Ship/Mail Date			Ship/Drop	2		5					
In-Home Date Range			Ship/Drop	3		6					
	1st Date	Complete Date									
DISTRIBUTION											
	Start	Complete	Start	Complete	Start	Complete					
OUTSIDE SERVICES											
	Out to Vendor	Return to ENPOINTE	Out to Vendor	Return to ENPOINTE	Out to Vendor	Return to ENPOINTE					
MAILING SERVICES											
	Start	Complete			Start	Complete					
OP1					OP4						
OP2					OP5						
OP3					OP6						
FINISHING											
	Start	Complete			Start	Complete					
OP1					OP4						
OP2					OP5						
OP3					OP6						
PRESS											
	Start	Complete	Start	Complete	Start	Complete					
DIE #											
PREMEDIA REQUIREMENTS						DATA PROCESSING REQUIREMENTS					
Test Files to ENPOINTE						Test Files to ENPOINTE					
Art Files to ENPOINTE	R1		R2		R3	Data Files to ENPOINTE					
Proof Out to Client	R1		R2		R3	Insertion Sign-Off Approval					
Proof Back to ENPOINTE	R1		R2		R3	Proof Out to Client					
Approval Final Qty Date						Proof Back to ENPOINTE					
Last Date of Change (LDC)						Approval Final Count Date					
Ready to Produce (RTP)						Last Date of Change (LDC)					
						Ready to Produce (RTP)					

SCHEDULE CONFIRMATION	
Confirm Date	
Scheduler	