

BASIC TRAINING FOR ESTIMATING

NAME: _____

TASK	DATE COMPLETED	INSTRUCTOR SIGNATURE	EMPLOYEE SIGNATURE
Daily Reports:			
Estimate Detail Report			
Communication:			
E-Mail, Voice Mail, Paging			
Faxing, Laser Printing			
Estimates:			
Read and understand RFE			
Workflow of ENPOINTE business system software			
Paper Pricing Structure			
Quoting for Docutech			
Quoting for Jet			
Quoting for Lettershop			
Equipment List Capabilities			
FSC Procedures			
SFI Procedures			
Forms:			
RFE - Gray Jacket			
Option - White Sheet			
RFE - Jet			