

BASIC TRAINING FOR ESTIMATING

NAME: _____

TASK	DATE COMPLETED	INSTRUCTOR SIGNATURE	EMPLOYEE SIGNATURE
Reports:			
Lettershop & Print Detail Reports			
Communication:			
Email			
Phone			
Scan			
Department Calendar			
Estimates:			
Read and understand RFE			
Paper Pricing Structure			
Quoting for Laser - Indigo			
Quoting for Sheetfed and Web			
Quoting for Wide Format			
Quoting for Variable Web			
Quoting for Lettershop			
Equipment List Capabilities			
FSC Procedures			
SFI Procedures			
Forms & Procedures:			
SOP Estimating SOP-EST001			
Form EST001			
Form EST008			