

2	<input checked="" type="checkbox"/>	<p>Print Estimate</p> <ul style="list-style-type: none"> • Estimate will be created using the ENPOINTE MIS system. • Determine the press and layout for all print components. • Enter the premedia functions and proofing requirements. • Determine the Press to be used. • Determine all necessary bindery functions. • Select a paper source and request pricing from merchant or refer to merchant pricelist. • Determine if any outside services are required and request pricing from vendor. • Review the estimate for accuracy. Save estimate as a PDF and save to appropriate file on “K” Drive – “Remote Estimating”. Save any supporting documentation to same file. Estimates over \$25,000 must be reviewed by another estimator for accuracy. • Send Sales a Letter of Quote and email PDF of estimate and all supporting documentation to person who initiated RFE in portal. 	<ul style="list-style-type: none"> • Estimates over \$25,000 must be reviewed by another estimator for accuracy. • Estimates to be reviewed to check paper pricing, number of runs, outside services estimating, finishing and Premedia specifications per spec sheets provided by manufacturing. 	<ul style="list-style-type: none"> • To catch any errors before estimate is given to Sales.
3	<input checked="" type="checkbox"/>	<p>Lettershop Estimate</p> <ul style="list-style-type: none"> • Estimate will be created using the ENPOINTE MIS system. • Determine any Data Processing functions. • Determine Lettershop functions. • Review the estimate for accuracy. Save estimate as a PDF and save to appropriate file on “K” Drive – “Remote Estimating”. Save any supporting documentation to same file. Estimates over \$25,000 must be reviewed by another estimator for accuracy. • Send Sales a Letter of Quote and email PDF of estimate and all supporting documentation to person who initiated RFE in portal. Note that lettershop will be included in any print estimates that also have lettershop. 	<ul style="list-style-type: none"> • Estimates to be reviewed to check paper pricing, number of runs, outside services estimating, finishing and Premedia specifications per spec sheets provided by manufacturing. 	<ul style="list-style-type: none"> • To catch any errors before estimate is given to Sales.
<p>Notes:</p>				

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format	Kent Doncavage	4/1/15
Rev 2	Added Revision History table	Kent Doncavage	8/1/16
Rev 3	Changed \$ amount in Step 2 and Step 3	Kent Doncavage	4/26/17
Rev 4	Changed owner name. Added bullet points to How to Do it steps 2 and 3.	Brian Norman	11/11/19
Rev 5	Changed verbiage in Step 3 How to Do it	Brian Norman	12/03/19
Rev 6	Updated owner to title, updated gray headers, changed form numbers in Step 1 What to Do, changed references of GLS to ENPOINTE.	Brian Norman	2/25/21
Rev 7	Updated with new portal process and emailing of estimates and documentation. Forms removed (EST003, ETC009, MAIL048-EST009 combined).	Elsa Keil	5/20/2026