





<b>Operation/Task:</b>	Indigo Specialty Inks & Proofs			<b>Equipment:</b>	PrintStream and Outlook
<b>Prepared by:</b>	Client Services Manager	<b>Date Prepared:</b>	10/24/19	<b>Department:</b>	Client Services
		<b>Revision History:</b>	See last page		

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

**Purpose: Streamline the ink ordering process and eliminate loss of press productivity due to producing proofs on the device.**

Specialty inks are purchased by the Digital Department and require additional time to receive in for printing. These inks are expensive and the press set-up time is not cost effective for 1 or 2 off proofing.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		Determine if specialty ink is properly included in the estimate for Indigo job.	Compare the supplied estimate to the grays to determine if the job has been estimated properly to print with ink other than 4cp.	To ensure the job is estimated accurately in order to manufacture and invoice properly.
2		Communicate to appropriate personnel once the job goes live.	<ul style="list-style-type: none"> <li>Send launch e-mail as customary with new jobs.</li> <li>Add Specialty Inks to the Launch Email Body</li> </ul> Press Check: Print in BP: Print in SP: New Die: OS Buy: <b>Specialty Ink: i.e. SILVER or Blank if no specialty ink required (Indigo)</b> Mail Date: Art Due: Customer Furnished paper or sheets due: Other Notes:	This notifies Purchasing to generate a PO and the Indigo Operators to order the ink.
3		PROOFING	<ul style="list-style-type: none"> <li>Request proof [color / content] from Premedia.</li> <li>Indigo proof must be discussed and approved by Digital Department Manager prior to requesting the proof from Premedia.</li> </ul>	These proofs will aid the Digital Press Operator in achieving desired color results. The Operator will work with the CS Project Manager to ensure optimal color results are achieved.

Notes:

Definitions:

<b>Revision History</b>	<b>Description of Changes</b>	<b>Requested by</b>	<b>Date</b>
Original	New SOP - First posting to intranet	Michelle Motschke	11/11/19
Rev 1	Made revisions to the Purpose sentence and the #2 How and Why columns	Michelle Motschke	3/02/20
Rev 2	Updated to current SOP format: removed title page, updated gray header bar; branding updates: font type and size.	Michelle Motschke	4/19/21
Rev 3	Updated Prepared By section. Updated step 2 How to Do it section. Updated step 3 How to Do it section to correctly reflect proof types.	Liz Nourse	6/9/23