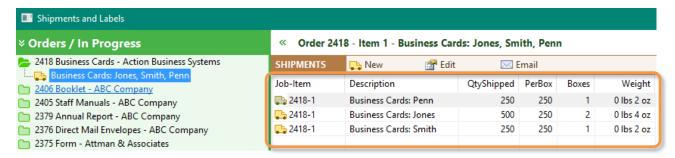# PRINTER'S PLAN

PRINTER'S PLAN
2016

What's New & Improved

♦ Jobs

➜ New Feature: Multiple Shipments of One Item
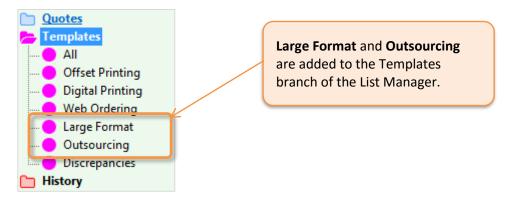

The **Multiple Shipments** feature is incorporated into the existing optional **ShippingLabels** tool.

➜ New Template Types: Large Format and Outsourcing

Large Format and **Outsourcing** are added to the Templates branch of the List Manager.
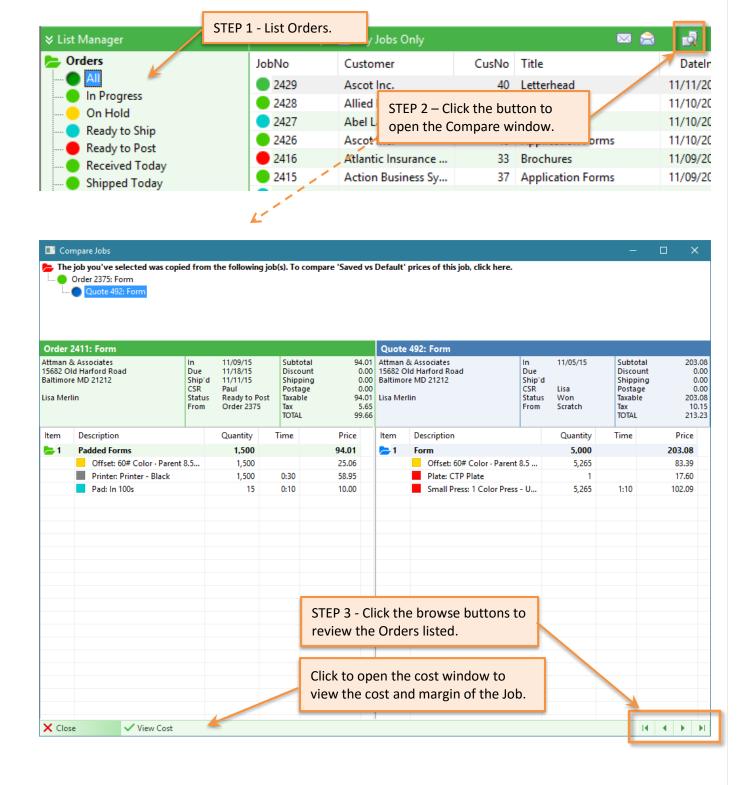
➜ Purchase Order Number Included in All Jobs Lists

In previous versions, only Orders lists included the PO column. Now the PO column is included in lists of all Job types, including History.

Status	Location	PO	JobID
3	1	8	498
0	1	11	497
0	1	301	495
0	1	3009875	494

➔ **Job Comparison Window: Enhanced**

The Compare window includes browse buttons that allow you to browse a list of Orders, comparing each Order with jobs in its lineage or its prices with default prices.

STEP 1 - List Orders.

STEP 2 – Click the button to open the Compare window.

		JobNo	Customer	CusNo	Title	DateI
⌄ List Manager					Jobs Only	✉ ✉
📁 Orders						
●	All	2429	Ascot Inc.	40	Letterhead	11/11/20
●	In Progress	2428	Allied			11/10/20
●	On Hold	2427	Abel L...			11/10/20
●	Ready to Ship	2426	Ascot...		...orms	11/10/20
●	Ready to Post	2416	Atlantic Insurance ...	33	Brochures	11/09/20
●	Received Today	2415	Action Business Sy...	37	Application Forms	11/09/20
●	Shipped Today					

Compare Jobs   — ☐ ✕

🚩 The job you've selected was copied from the following job(s). To compare 'Saved vs Default' prices of this job, click here.
  ● Order 2375: Form
    ● Quote 492: Form

Order 2411: Form							Quote 492: Form						
Attman & Associates		In	11/09/15	Subtotal		94.01	Attman & Associates		In	11/05/15	Subtotal		203.08
15682 Old Harford Road		Due	11/18/15	Discount		0.00	15682 Old Harford Road		Due		Discount		0.00
Baltimore MD 21212		Ship'd	11/11/15	Shipping		0.00	Baltimore MD 21212		Ship'd		Shipping		0.00
		CSR	Paul	Postage		0.00			CSR	Lisa	Postage		0.00
Lisa Merlin		Status	Ready to Post	Taxable		94.01	Lisa Merlin		Status	Won	Taxable		203.08
		From	Order 2375	Tax		5.65			From	Scratch	Tax		10.15
				TOTAL		99.66					TOTAL		213.23

Item	Description	Quantity	Time	Price	Item	Description	Quantity	Time	Price
📁 1	**Padded Forms**	**1,500**		**94.01**	📁 1	**Form**	**5,000**		**203.08**
	Offset: 60# Color · Parent 8.5...	1,500		25.06		Offset: 60# Color · Parent 8.5 ...	5,265		83.39
	Printer: Printer - Black	1,500	0:30	58.95		Plate: CTP Plate	1		17.60
	Pad: In 100s	15	0:10	10.00		Small Press: 1 Color Press - U...	5,265	1:10	102.09

STEP 3 - Click the browse buttons to review the Orders listed.

Click to open the cost window to view the cost and margin of the Job.

✕ Close   ✓ View Cost |◀ ◀ ▶ ▶|

♦ JOB WINDOW

➜ Sales Rep Name Displayed on Job Window

The Sales Rep name is now displayed under the CSR name on the Job window.

➜ Copy-and-Pasting a Job of a Hidden Customer

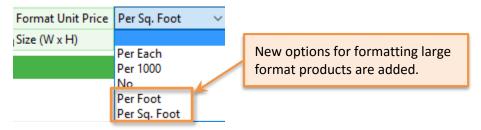An alert message displays when you copy and paste a job of a "hidden" customer as a new order.

➜ Hot Key [Ctrl + B] to Copy-and-Paste Items

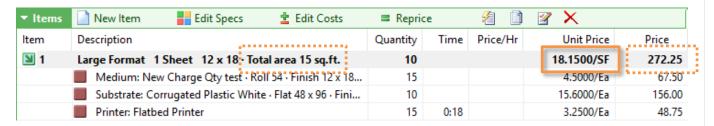Press **Ctrl + B** to copy and paste a selected Item. In the **Jobs Section**, Ctrl + B copies and pastes a selected job.

◆ SPECS WINDOW

➔ New Unit Price Options for Large Format Items: Per Foot and Per Square Foot

Format Unit Price	Per Sq. Foot ⌄
Size (W x H)	

Per Each
Per 1000
No
Per Foot
Per Sq. Foot

New options for formatting large format products are added.

Displaying the Unit Price on the Job window:

In the example below, the total area is 15 square feet and the Item price is $272.25. Therefore, the Unit Price is $18.15 per square foot (Item Price / Total Area).

▾ Items								
	📄 New Item	▦ Edit Specs	± Edit Costs	≡ Reprice		🗐 📋 📝 ✕		
Item	Description			Quantity	Time	Price/Hr	Unit Price	Price
⬇1	**Large Format 1 Sheet 12 x 18 · Total area 15 sq.ft.**			**10**			**18.1500/SF**	**272.25**
■	Medium: New Charge Qty test · Roll 54 · Finish 12 x 18...			15			4.5000/Ea	67.50
■	Substrate: Corrugated Plastic White · Flat 48 x 96 · Fini...			10			15.6000/Ea	156.00
■	Printer: Flatbed Printer			15	0:18		3.2500/Ea	48.75

Printing the Unit Price on the Invoice:

Quantity	Description	Unit Price	Price
	Thank you for the order.		
10	**Large Format 1 Sheet**	18.1500/SF	272.25
	Medium: New Charge Qty test 12 x 18		
	Corrugated Plastic 24 x 36		

➔ **Resizable "Service List" Window (of Specs Window)**

The default size of the Service List window is now wider. You can further widen it to fully display long service names.

Note: The new size is not saved. The original size will be restored next time you open the specs window.
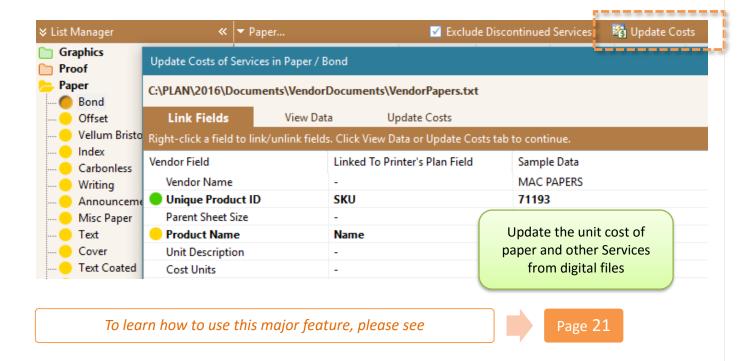
➔ **Fixed: Auto-Add Feature for "Special" Services**

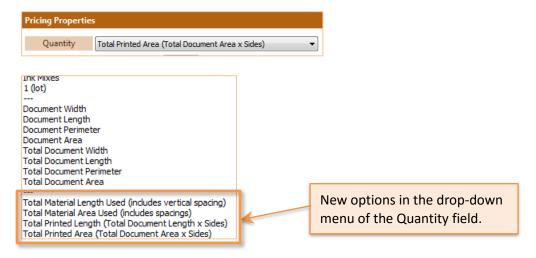Auto-add services of built-in special services (plate/cutting/carbonless padding) were not added. Now they are.

◆ Services

➜ New Feature: Update Paper and Other Service Costs Easily

- a) Import costs from vendors' digital files
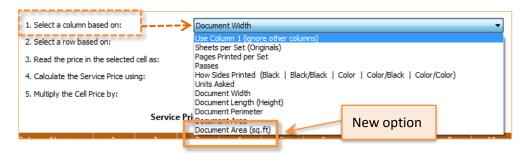- b) Easily edit costs of a list of Services and save time

⌄ List Manager	«	▼ Paper…	☑ Exclude Discontinued Services	💱 Update Costs

📁 **Graphics**
📂 **Proof**
📂 **Paper**
   — 🟤 Bond
   — 🟡 Offset
   — 🟡 Vellum Bristo
   — 🟡 Index
   — 🟡 Carbonless
   — 🟡 Writing
   — 🟡 Announceme
   — 🟡 Misc Paper
   — 🟡 Text
   — 🟡 Cover
   — 🟡 Text Coated

Update Costs of Services in Paper / Bond

C:\PLAN\2016\Documents\VendorDocuments\VendorPapers.txt

Link Fields	View Data	Update Costs

Right-click a field to link/unlink fields. Click View Data or Update Costs tab to continue.

Vendor Field	Linked To Printer's Plan Field	Sample Data
Vendor Name	-	MAC PAPERS
🟢 **Unique Product ID**	**SKU**	**71193**
Parent Sheet Size	-	
🟡 **Product Name**	**Name**	
Unit Description	-	
Cost Units	-	

> Update the unit cost of paper and other Services from digital files

To learn how to use this major feature, please see ➡ **Page 21**

➜ Quantity Field - New Options for More Accurate Cost Estimating

Following options are added to the Quantity field of a Service setup window.

Pricing Properties

Quantity	Total Printed Area (Total Document Area x Sides) ▼

Ink Mixes
1 (lot)

Document Width
Document Length
Document Perimeter
Document Area
Total Document Width
Total Document Length
Total Document Perimeter
Total Document Area

Total Material Length Used (includes vertical spacing)
Total Material Area Used (includes spacings)
Total Printed Length (Total Document Length x Sides)
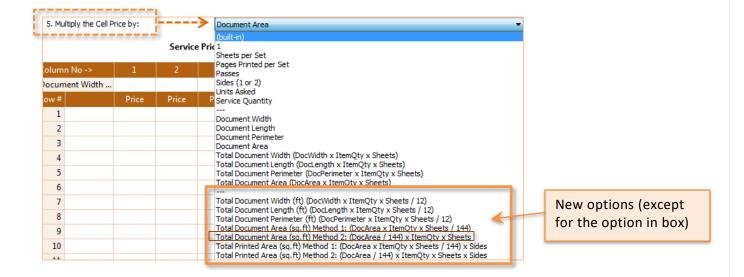Total Printed Area (Total Document Area x Sides)

> New options in the drop-down menu of the Quantity field.

➜ Price Table - New Large Format Options for More Flexible Pricing

Following options are added to the Price Table:

1. Select a column based on:
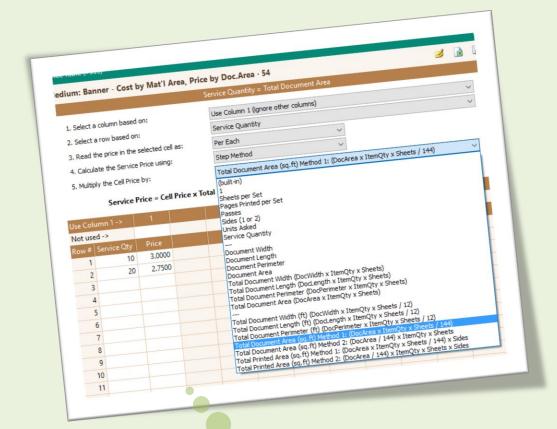
Document Width	▼
Use Column 1 (ignore other columns)	
Sheets per Set (Originals)	
Pages Printed per Set	
Passes	
How Sides Printed (Black | Black/Black | Color | Color/Black | Color/Color)	
Units Asked	
Document Width	
Document Length (Height)	
Document Perimeter	
Document Area	
Document Area (sq.ft)	

New option

2. Select a row based on:

Total Document Area (sq.ft) Method 1: DocArea x ItemQty x Sheets / 144	▼
Item Quantity	
Service Quantity	

Total Document Area (sq.ft) Method 1: DocArea x ItemQty x Sheets / 144	
Total Document Area (sq.ft) Method 2: (DocArea / 144) x ItemQty x Sheets	
Total Printed Area (sq.ft) Method 1: (DocArea x ItemQty x Sheets / 144) x Sides	
Total Printed Area (sq.ft) Method 2: (DocArea / 144) x ItemQty x Sheets x Sides	

New options

5. Multiply the Cell Price by:

Document Area	▼
(built-in)	
1	
Sheets per Set	
Pages Printed per Set	
Passes	
Sides (1 or 2)	
Units Asked	
Service Quantity	

Document Width	
Document Length	
Document Perimeter	
Document Area	
Total Document Width (DocWidth x ItemQty x Sheets)	
Total Document Length (DocLength x ItemQty x Sheets)	
Total Document Perimeter (DocPerimeter x ItemQty x Sheets)	
Total Document Area (DocArea x ItemQty x Sheets)	

Total Document Width (ft) (DocWidth x ItemQty x Sheets / 12)	
Total Document Length (ft) (DocLength x ItemQty x Sheets / 12)	
Total Document Perimeter (ft) (DocPerimeter x ItemQty x Sheets / 12)	
Total Document Area (sq.ft) Method 1: (DocArea x ItemQty x Sheets / 144)	
Total Document Area (sq.ft) Method 2: (DocArea / 144) x ItemQty x Sheets	
Total Printed Area (sq.ft) Method 1: (DocArea x ItemQty x Sheets / 144) x Sides	
Total Printed Area (sq.ft) Method 2: (DocArea / 144) x ItemQty x Sheets x Sides	

New options (except for the option in box)

Large Format
Definitions and Pricing Options

Medium: Banner - Cost by Mat'l Area, Price by Doc.Area - 54

Service Quantity = Total Document Area

Use Column 1 (ignore other columns)

1. Select a column based on: Service Quantity
2. Select a row based on: Per Each
3. Read the price in the selected cell as: Step Method
4. Calculate the Service Price using: Total Document Area (sq.ft) Method 1: (DocArea x ItemQty x Sheets / 144)
5. Multiply the Cell Price by:

(built-in)
1
Sheets per Set
Pages Printed per Set
Passes
Sides (1 or 2)
Units Asked
Service Quantity

Document Width
Document Length
Document Perimeter
Document Area
Total Document Width (DocWidth x ItemQty x Sheets)
Total Document Length (DocLength x ItemQty x Sheets)
Total Document Perimeter (DocPerimeter x ItemQty x Sheets)
Total Document Area (DocArea x ItemQty x Sheets)

Total Document Width (ft) (DocWidth x ItemQty x Sheets / 12)
Total Document Length (ft) (DocLength x ItemQty x Sheets / 12)
Total Document Perimeter (ft) (DocPerimeter x ItemQty x Sheets / 144)
Total Document Area (sq.ft) Method 1: (DocArea x ItemQty x Sheets / 144)
Total Document Area (sq.ft) Method 2: (DocArea / 144) x ItemQty x Sheets / 144) x Sides
Total Printed Area (sq.ft) Method 1: (DocArea x ItemQty x Sheets x Sides
Total Printed Area (sq.ft) Method 2: (DocArea / 144) x ItemQty x Sheets x Sides

Service Price = Cell Price x Total

Use Column 1 ->	1	
Not used ->		
Row #	Service Qty	Price
1	10	3.0000
2	20	2.7500
3		
4		
5		
6		
7		
8		
9		
10		
11		

To learn more about the large format definitions,
options and new features:

http://printersplan.com/_docs/LargeFormatHelp.pdf

◆ Customers

➔ Hidden/On-Hold Contacts and Ship to Addresses

In the Customer window, contacts and ship to addresses are displayed in:

- Red if Hidden
- Yellow if On-Hold

➔ Contact Export with Job Title

When contacts are exported using the "Address and Phone List" option, the exported list also includes Job Titles.

➔ Customer Barcode List

The Customer Barcode list is reformatted to allow more space for long customer names. To print Customer Barcodes: Select some customers and click Print in the Customers section.

Note: This feature requires the optional BarcodeSupport tool.

♦ A/R

➜ Statements

The field names Name, Phone, and Fax are not printed if a Default Payer is not assigned to the customer.

Statement

02/24/2016

Cust: 41

ABC Company
800 Pike Street
Baltimore MD 21202

Blank because no default Payer

♦ REPORTS

➜ Filter by Sales Rep Assigned to Customer

"Sales Rep assigned to Customer" is now available as a filter for "Customers" and "Customers and Products" reports under Key Reports > Profitability and Comparison.

➜ Taxes Reports Sorted by Sort Number

The "Summary of Taxes" and "List of Taxes" reports are now sorted by the sort numbers assigned in the Taxes table which is under Settings > Accounting.

➜ Shipping and Postage in Tax Reports

Summary of Taxes reports now include Shipping and Postage totals even though Shipping and Postage may not be taxable.

♦ SETTINGS

➜ PlanWeb - "Clear Job Notes" Option

If the "Clear Job Notes" option is selected, the Job Note field is cleared when a Web Order is converted into an Order.

To select this option, go to Settings > Jobs > Data to Reset > WebOrder to Quote/Order.

♦ Home

List Manager

About
- Printer's Plan
- My Database
- My Company

Printer's Plan Website
- Home Page ← Revised
- Support Page

♦ PRINTING

➔ Print Window Now Resizable

You can resize the Print window by dragging the borders. The Maximize button is also available.

➔ Work Order Title Includes Job Type

➔ Full Address Replaces <Same as Bill to>

In earlier versions, if the "Ship To" address was the same as the "Bill To", < Same as Bill to > was printed.
In this version, < Same as Bill to > is replaced with the actual address on Invoices and Delivery Tickets.

➔ Large Format Media Printed on Invoices

The Medium information of a Large Format Item is printed on invoices/quotes when the "Item Description + Paper" option is selected in the Print window.

➜ New in Default Note/Memo of Job Documents

In the Settings/Printing/Document Options, if you use the <JobType> tag, Printer's Plan will replace it with the appropriate Job Type: Order, Quote, Template, History Job, WebOrder, or WebQuote.

➜ Company Name Removed from Delivery Tickets

The company name and address data is no longer printed at the bottom of Delivery Tickets.

◆ SCHEDULER

➔ "Time Due" in Weekly Schedule Report

The "Weekly Schedule by Due Date" report now includes Job Time Due information.

Note: This report is also available in basic Printer's Plan. To print this report: Click Print under Scheduler.

➔ Date Due Column

The Date Due column in all of the lists in Scheduler now displays the header name as "Date Due".

Job Due column is minimized in default views. Expand it to display job due dates.

◆ REMINDER TOOL

➔ Customer Reminders

If the Reminder tool includes a Customer reminder for today, the Reminder window will also open in the Jobs section automatically as well as in the Customers section. For this to happen, the new option must be selected in the Options window of the Reminder tool.

Note: This feature requires the optional Reminder tool.

◆ EMAIL FORM LETTERS

➔ Additional Fields for Output to Job and Customer Emails

Following fields are added for output to Job emails: <Route>, <Distance>, and <Note> from "Ship To Address" of the customer.

Following fields are added for output to Customer emails: <Terms> and <Tax> from the Customer setup.

(To see these additions, open in a text editor program the EmailHelp.txt file, which is in the Email folder located where your PlanData.mdb resides.)

The upgrade setup program copies the revised Email Help.txt file to your server.
You may also view/download the file by clicking the following link:

http://printersplan.com/_docs/Email Help.txt

◆ MISCELLANEOUS

➔ Hot Key [Ctrl + Enter] to Close Windows

In most windows, where you see the OK and Cancel buttons, pressing the **Enter** key while holding down the **Ctrl** key works the same as clicking the OK button. Exceptions: Item Specs, Item Cost.

✓ Save   ✗ Cancel

➔ User Interface is Simplified: Flat Design

The user interface of Printer's Plan is now using more "Flat Design" style. Most of the shadows, bevels, and gradients are removed to simplify the interface without losing any functionality. Therefore, the background options (Dark/Lite and Gradient/Flat) in the Customize Appearance window are no longer available.
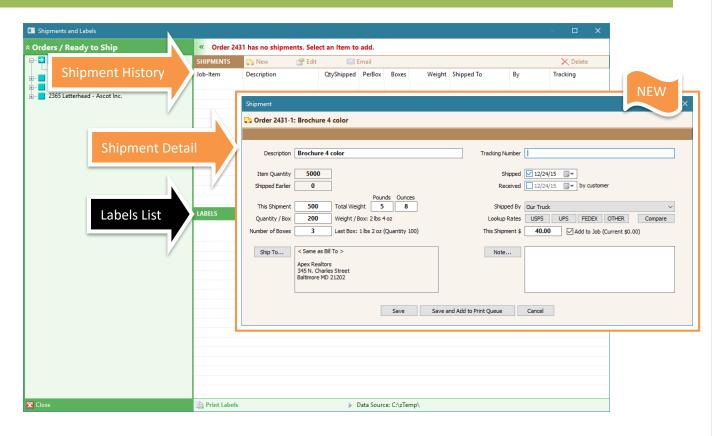
Customize Appearance (for this computer only)

1 Style of Main Buttons (New, Find, Open, etc.)
- Icons and Text (Default)
- Icons Only
- Text Only

2 Color Intensity
- Highest
- Higher
- High
- Normal (Default)
- Low
- Lower
- Lowest

3 Font Size
- Largest
- Larger
- Normal (Default)
- Smaller
- Smallest

4 Resizable Windows (Main, Job, Specs, and a few others)
- Remember last size and position
- Use default size and position

Use Default Options   ✗ Close   Change Window Color

Multiple Shipments

➔ Record multiple shipments for an Item with Quantity, Address, Tracking Number, Date Shipped, Date Received, Shipping Charge, Notes, and more

➔ Look up UPS, Fedex, USPS rates for each shipment

➔ Send email to Buyer about shipment

➔ Review shipment history of a job

Note: This feature requires the optional ShippingLabels tool.
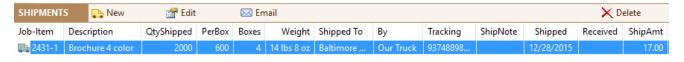
MULTIPLE SHIPMENTS AND SHIPPINGLABELS TOOL

➔ Overview

This **optional** tool was originally designed to print shipping labels. Now, in addition to printing labels, you can use it to track each shipment. With this tool, you can:

1. Add multiple shipments to each Item of an Order.
2. Combine shipments from different Items to print labels.
3. Review the history of shipments. The data about each shipment includes:
   - Shipment Quantity
   - Shipment Weight
   - Number of Boxes
   - Ship to Address
   - Tracking Number
   - Date Shipped
   - Date Received
   - Shipping Method
   - Shipping Charge and
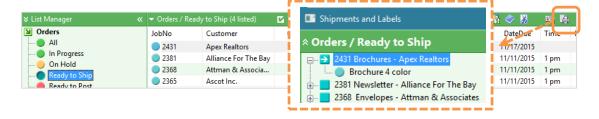   - Notes about the shipment

Shipment History

Job-Item	Description	QtyShipped	PerBox	Boxes	Weight	Shipped To	By	Tracking	ShipNote	Shipped	Received	ShipAmt
2431-1	Brochure 4 color	2000	600	4	14 lbs 8 oz	Baltimore ...	Our Truck	93748898...			12/28/2015	17.00

➔ Opening the Shipments and Labels Window

You have two ways of opening the Shipments and Labels tool:

From the Jobs section:

1. List some orders, such as "Ready to Ship".
2. You may select some of the Orders from the list. This step is optional.
3. Click the **Shipments and Labels** button. The Shipments and Labels window includes the same orders listed in the Jobs section:
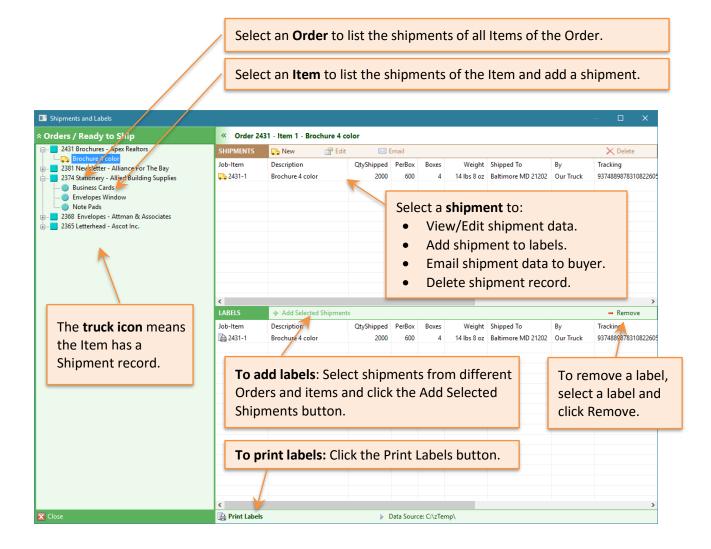
From the Job window:

1. Open an Order.
2. Click the **Shipments and Labels** button. The Shipments and Labels window includes the order you are working on.
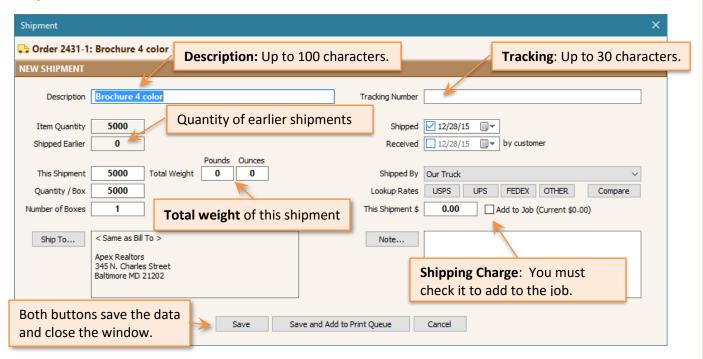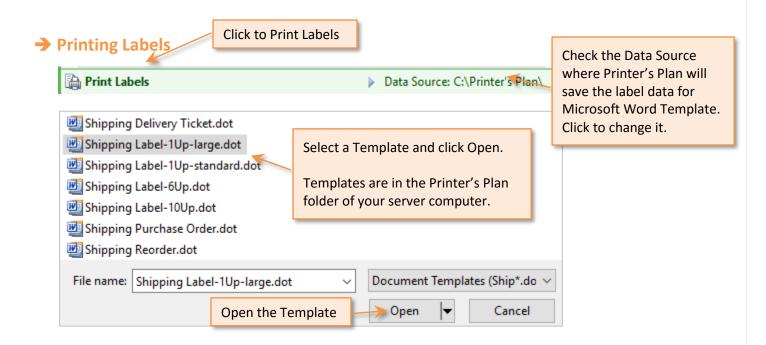
➜ Shipments and Labels Window

The following **Shipments and Labels** window is opened from the Jobs section. It includes the Orders listed in the Jobs section.

Select an **Order** to list the shipments of all Items of the Order.

Select an **Item** to list the shipments of the Item and add a shipment.

The **truck icon** means the Item has a Shipment record.

Select a **shipment** to:
- View/Edit shipment data.
- Add shipment to labels.
- Email shipment data to buyer.
- Delete shipment record.

To add labels: Select shipments from different Orders and items and click the Add Selected Shipments button.

To remove a label, select a label and click Remove.

To print labels: Click the Print Labels button.

➔ Shipment Window

Shipment   ✕

📁 Order 2431-1: Brochure 4 color

NEW SHIPMENT

Description: Brochure 4 color

Description: Up to 100 characters.

Tracking Number

Tracking: Up to 30 characters.

Item Quantity   5000

Quantity of earlier shipments

Shipped Earlier   0

Shipped ☑ 12/28/15

Received ☐ 12/28/15 by customer

Pounds Ounces

This Shipment   5000   Total Weight   0   0

Quantity / Box   5000

Number of Boxes   1

Total weight of this shipment

Shipped By   Our Truck

Lookup Rates   USPS   UPS   FEDEX   OTHER   Compare

This Shipment $ 0.00   ☐ Add to Job (Current $0.00)

Ship To...   < Same as Bill To >

Apex Realtors
345 N. Charles Street
Baltimore MD 21202

Note...

Shipping Charge: You must check it to add to the job.

Both buttons save the data and close the window.

Save   Save and Add to Print Queue   Cancel

➔ Printing Labels

Click to Print Labels

🖨 **Print Labels**   ▷ Data Source: C:\Printer's Plan\

Check the Data Source where Printer's Plan will save the label data for Microsoft Word Template. Click to change it.

📄 Shipping Delivery Ticket.dot
📄 Shipping Label-1Up-large.dot
📄 Shipping Label-1Up-standard.dot
📄 Shipping Label-6Up.dot
📄 Shipping Label-10Up.dot
📄 Shipping Purchase Order.dot
📄 Shipping Reorder.dot

Select a Template and click Open.

Templates are in the Printer's Plan folder of your server computer.

File name: Shipping Label-1Up-large.dot   Document Templates (Ship*.do ✕

Open the Template   Open ▼   Cancel

Update Paper
and Other Service Costs
Easily and Quickly

➔ Update Service costs from vendors' files or manually.
➔ Link your papers to vendors' papers using SKU.
➔ View your papers' current costs and the vendor's costs side by side and make modifications if you want.
➔ When new costs are saved, the modified date is assigned to papers.

This feature is included in Printer's Plan 2016 free of charge.

♦ Update Paper and Other Service Costs

Now you can update costs of Services in four different ways. The first two options, Update Costs from a File and Update Costs Manually are new. The following section explains these new options using Paper Department / Bond Category.

Updating Costs Manually

1. Select **Paper / Bond** to list the papers in the Bond Category.
   To list **all papers**, select the **Paper** Department (do not select a Category).

2. Click the **Update Costs** button, or select **Update Costs** from Service Settings.

3. Select **Update Costs Manually**, and click **OK**.

4. The Update Costs window displays the current costs of the papers listed. Enter the new cost of a paper. Printer's Plan displays the amount and percentage of the difference (change) between the current costs and the new costs. It also checkmarks the box. Continue entering new costs.

   Note: Alternatively you may enter the change in cost either in dollar amount or in percentage. Then Printer's Plan calculates the new cost and enters it in the **New Cost** field.

5. Click **Save and Close** after entering new costs.

New costs will be saved if this box is checked.

Printer's Plan also saves today's date as the modified (updated) date and enters it in the Note field of the Paper with the previous and new cost information.
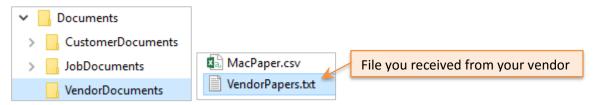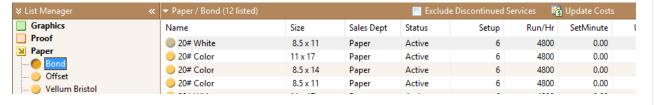

Updating Costs from a File

This feature links the Printer's Plan Services with a comma or tab delimited text file. Typically, you receive this file from your vendor. You may re-name the file. For example: MacPaper.csv, VendorPapers.txt.

Following instructions use Papers for demonstration. However, you can use this feature for other vendor products, such as Promotional Items.

1. Copy the file you received from your vendor to the Printer's Plan Server / Documents / **Vendor Documents** folder.
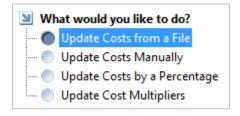

File you received from your vendor

2. Select **Paper / (Category)**. The following example uses the **Bond** category. (To include **all papers** in the Update Costs window, select the **Paper Department** and not a Category.)

3. Click the **Update Costs** button, or select **Update Costs** from Service Settings.
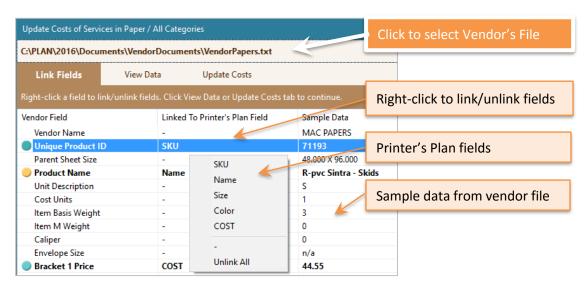

4. Select **Update Costs from a File** and click **OK**.

5. Printer's Plan opens the Update Costs window, which has three tabs: Link Fields, View Data and Update Costs.

6. **Link Fields.** Click the tab. This is the first step to link the Printer's Plan fields with the Vendor fields. You can link as many as five fields, including the SKU and COST fields which are required.

    - **SKU:** *Required*. This is the KEY field to connect a Printer's Plan Service and the Vendor Data.
    - **COST**: *Required*. Printer's Plan uses this link to copy data from the vendor field.
    - **Name**, **Size** and **Color** fields are for information. They help you build/verify the connection.

    To link these fields, right-click a vendor field. A list of Printer's Plan fields appears. Select one that corresponds to the vendor's selected field. `Check the Sample Data column to verify the links. When you are finished linking fields, click **Save Link File**.

Printer's Plan saves the link data in a text file. The name of this file includes the vendor's file name. In this example, the vendor's file is VendorPapers.txt and the saved link file is **LinkFields_VendorPapers.txt**.
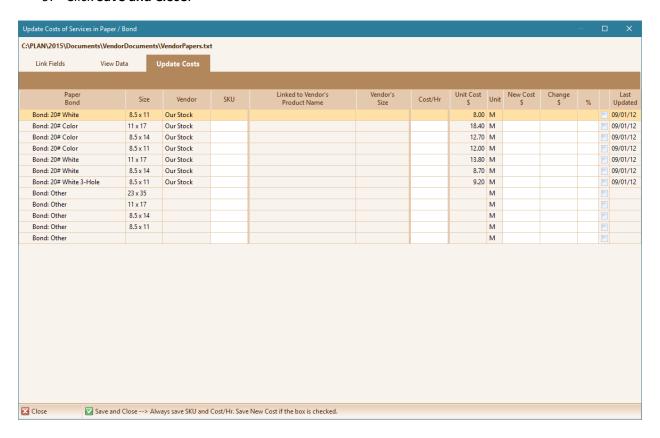
7. **View Data.** Click the tab. This step is for you to review the linked data based on the **SKU** field. You may go back to the previous step if you need to.

8. **Update Costs.** Click the tab. The Update Costs window displays the current costs of the papers listed. New Costs of the linked Services are populated from vendor's file. You may review and adjust the new costs. Printer's Plan displays the amount and percentage of the difference (change) between the current and new costs. It also checkmarks the box. If you do not want to save a new cost, remove its checkmark.

   Note: Alternatively you may enter the change in cost either in dollar amount or percentage. Then Printer's Plan will calculate the new cost and enter it in the **New Cost** field.

9. Click **Save and Close**.

Paper Bond	Size	Vendor	SKU	Linked to Vendor's Product Name	Vendor's Size	Cost/Hr	Unit Cost $	Unit	New Cost $	Change $	%		Last Updated
Bond: 20# White	8.5 x 11	Our Stock					8.00	M					09/01/12
Bond: 20# Color	11 x 17	Our Stock					18.40	M					09/01/12
Bond: 20# Color	8.5 x 14	Our Stock					12.70	M					09/01/12
Bond: 20# Color	8.5 x 11	Our Stock					12.00	M					09/01/12
Bond: 20# White	11 x 17	Our Stock					13.80	M					09/01/12
Bond: 20# White	8.5 x 14	Our Stock					8.70	M					09/01/12
Bond: 20# White 3-Hole	8.5 x 11	Our Stock					9.20	M					09/01/12
Bond: Other	23 x 35							M					
Bond: Other	11 x 17							M					
Bond: Other	8.5 x 14							M					
Bond: Other	8.5 x 11							M					
Bond: Other								M					

Window title: Update Costs of Services in Paper / Bond
C:\PLAN\2015\Documents\VendorDocuments\VendorPapers.txt
Tabs: Link Fields   View Data   **Update Costs**

Close   Save and Close --> Always save SKU and Cost/Hr. Save New Cost if the box is checked.

Large Format
Definitions and Pricing Options

Medium: Banner - Cost by Mat'l Area, Price by Doc.Area - 54

Service Quantity = Total Document Area

Use Column 1 (ignore other columns)

1. Select a column based on: Service Quantity

2. Select a row based on: Per Each

3. Read the price in the selected cell as: Step Method

4. Calculate the Service Price using: Total Document Area (sq.ft) Method 1: (DocArea x ItemQty x Sheets / 144)

5. Multiply the Cell Price by:

(built-in)
1
Sheets per Set
Pages Printed per Set
Passes
Sides (1 or 2)
Units Asked
Service Quantity

Document Width
Document Length
Document Perimeter
Document Area
Total Document Width (DocWidth x ItemQty x Sheets)
Total Document Length (DocLength x ItemQty x Sheets)
Total Document Perimeter (DocPerimeter x ItemQty x Sheets)
Total Document Area (DocArea x ItemQty x Sheets)

Total Document Width (ft) (DocWidth x ItemQty x Sheets / 12)
Total Document Length (ft) (DocLength x ItemQty x Sheets / 12)
Total Document Perimeter (ft) (DocPerimeter x ItemQty x Sheets / 144)
Total Document Area (sq.ft) Method 1: (DocArea x ItemQty x Sheets / 144)
Total Document Area (sq.ft) Method 2: (DocArea / 144) x ItemQty x Sheets / 144) x Sides
Total Printed Area (sq.ft) Method 1: (DocArea x ItemQty x Sheets x Sides
Total Printed Area (sq.ft) Method 2: (DocArea / 144) x ItemQty x Sheets x Sides

Service Price = Cell Price x Total

Use Column 1 ->	1	
Not used ->		
Row #	Service Qty	Price
1	10	3.0000
2	20	2.7500
3		
4		
5		
6		
7		
8		
9		
10		
11		

To learn more about the large format definitions, options and new features:
http://printersplan.com/_docs/LargeFormatHelp.pdf