

MP&M TOTAL QUALITY MANAGEMENT SYSTEM

INITIAL EACH BOX – KEEP WITH JOB TICKET AT ALL TIMES

INVOICE # _____

ORDER ENTRY

- Credit Status O.K.
- Deposit Taken / Entered
- C.O.D.
- Correct Quantity
- Correct Stock
- Correct Ink
- Correct Run Size
- Correct Finish Size
- Bindery Instructions
- Proof Date & Time (If Applicable)
- Delivery / Pickup Date
- Drop Dead Date
- Stock Ordered
- Delivery Receipt Attached

PRE-PRESS / DESIGN

- Signed Customer Approval
- Sample Provided
- Dummy Provided
- Check Separations
- Registration Marks
- Crop Marks
- Film / Plate Checked
- Press Ready Proof (CMYK Jobs)
- Color Bars
- Image Area Under 17.25"
- Line Screen Correct Angles
- Trapping
- Digiplate Film

PRESS DEPARTMENT

- Read job ticket completely
- Check Samples / Dummies
- Correct Run Size
- Use Oversized Stock
- Correct Stock / Weight
 - Exact Match Required
- Correct Quantity
- Color Match Ink
- Correct PMS Number
- No Contaminating
- Crop Marks
- Pulled Set-ups & Flagged Sheets
- Scratches and Spots
- Correct Position / Straight
- Plugging / Toning
- Screens / Solids Consistent
- Registration O.K.
- Bleeds O.K.
- Backed-up Correctly
- Samples in Job Ticket

BINDERY DEPARTMENT

- Read job ticket completely
- | | |
|---|---|
| CUTTING | NUMBERING |
| <input type="checkbox"/> Correct Size | <input type="checkbox"/> Correct Position |
| FOLDING | <input type="checkbox"/> Correct Ink Color |
| <input type="checkbox"/> Z / Letter / Half | <input type="checkbox"/> Correct Starting Number |
| <input type="checkbox"/> Check Quantity | <input type="checkbox"/> Quantity |
| DRILLING | SCORING / PERFORATING |
| <input type="checkbox"/> Position O.K. | <input type="checkbox"/> Correct Position |
| <input type="checkbox"/> Correct Size | <input type="checkbox"/> Correct Depth |
| STAPLE | PADDING |
| <input type="checkbox"/> Position | <input type="checkbox"/> Total Number of Pieces |
| <input type="checkbox"/> Quantity | <input type="checkbox"/> Number of Sheets per Pad |
| BOOKS | <input type="checkbox"/> Quantity |
| <input type="checkbox"/> Collated Correctly | FINAL COUNT |
| <input type="checkbox"/> Stapled Correctly | <input type="checkbox"/> Correct Amount |
| <input type="checkbox"/> Quantity | |
| PACKAGING | |
| <input type="checkbox"/> Total Number of Packages | |
| <input type="checkbox"/> Number of Sheets per Package | |
| <input type="checkbox"/> Clean background - no toning or offset | |
| <input type="checkbox"/> Pulled Set-ups & Flagged Sheets | |
| <input type="checkbox"/> Quality Checked | |
| <input type="checkbox"/> Samples in Job Ticket | |

MAILING DEPARTMENT

- Self Mailer
 - Envelope Insert
 - Customer Supplied
- LABELS / ADDRESSING**
- Supplied
 - Printed by MP&M
 - Labels provided by MP&M
 - Inkjet Addressed
- TABBING**
- Single
 - Top Side
 - Double
 - Bottom
- INDICIA**
- Supplied
 - #470 (MP&M)
 - Labels
 - Inkjet Imprinted
 - Non-Profit # _____
 - Press Imprinted
- POST OFFICE PAPERWORK**
- Oswego
 - Other _____
- PACKAGING**
- Bags
 - Trays
 - Tray Tags
 - Numbered Sequence
 - Political Red Tag
- Postage \$ _____ Customer Check # _____
- MP&M Check # _____

SPECIFIC PRODUCTION PROBLEMS

- | | |
|---|--|
| <input type="checkbox"/> Job Ticket Not Clear | <input type="checkbox"/> Art Not Correct |
| <input type="checkbox"/> Stock Not Here | <input type="checkbox"/> Machine Problems |
| <input type="checkbox"/> Plate Problems | <input type="checkbox"/> Explanation On Back |

I certify that this job meets Mitchell Printing & Mailing's Total Quality Management standards.

Press: _____

Bindery: _____

FRONT COUNTER

- Boxed
 - MPC Box
 - Re-Order Slips Enclosed
 - Plain Box
 - Delivery Receipt
- C.O.D. Account Terms
- Deadline Met If not, why? _____

EXPLANATION / NOTES: _____
