

Billing Checklist



JOB TICKET # _____

PM	Admin	TASKS		
		Pull cost sheet		
		Pull packing slips		
		All Notes/Special instructions clearly worded and on Cost Sheet for Mark		
		Check for client PO#/Contact		
		Check Salesperson and CSR for accuracy		
		Formal quote accurate		
		Check that estimate has been issued and showing on ticket		
		Does quantity MATCH Write Up to Estimate to Job Ticket? If YES move along; if NO give back to Estimating for update		
		Does Write Up, Estimate & Job Ticket MATCH? If YES move along; if NO find out why and give to estimating for update		
		Check for previous job # on ticket, if no previous job # than find one or find out why		
		All E-Ticket information updated if necessary		
		Check quality of samples in ticket - if no samples in ticket find some to put in		
		Overs: Quoted: <input type="text"/> Actual: <input type="text"/>		
		All AA work completed and presented to client?		
		Check Product Code		
		FSC Jobs - attach completed checklist for applicable jobs		
		Layout adjustments have been entered and updated		
		Final file/PDF has been delivered to client? Date: _____		
		Check outside purchases on job report		
		Confirm number of PO's attached to cost sheet and which vendors		
		Outside Vendor Invoice Attached to Cost Sheet		
		Postage Statement, Customer Check & SPC Check to Q-Mail Attached <table><tr><td>YES</td><td>NO</td></tr></table>	YES	NO
YES	NO			
		Check Commit; adjust if needed		
		Check for DP Stock; adjust if needed		
		Check ink		
		Check number of plates vs forms; if adjustments needed explain why on Cost Sheet		
		Check that Click Charges are Accurate for iGEN, Ricoh & Xante		
		Check for Prepress or Digital Checklist		
		Shipping Cost on Job Report Shipped as quoted <table><tr><td>YES</td><td>NO</td></tr></table>	YES	NO
YES	NO			
		If Not Shipped as Quoted - WHY? _____		
		If SPC Delivery - Is there SPC Delivery time on Job Report? <table><tr><td>YES</td><td>NO</td></tr></table>	YES	NO
YES	NO			
		Check Estimated vs. Actual		
		Print DETAILED job report		
		Are outside commissions due? Is PO enclosed?		
		<i>note: Outside Commission not included in estimate report</i>		
		<i>check 2nd page of write up for commission info</i>		

Deal with all exceptional circumstances with customers:

	<i>New Business record on spreadsheet</i>
	<i>Determine Tax status/exceptions</i>
	<i>Request all missing invoices from outside vendors</i>

IF YOU NEVER SAW THIS JOB BEFORE;
COULD YOU BILL THIS JOB???

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