



PRINTING INDUSTRIES'
**Print Estimating
and Planning Course**

**INTRODUCTORY AND
ADVANCED MODULES**

MASTER THE PRINT ESTIMATING AND PLANNING PROCESS

Part of the *Printing Industries* flagship training program

Course Dates:

Introductory Module - 21st October, 2010

Advanced Module - 28th October, 11th and 25th November, 2010



Printing Industries Association of Australia
25 South Parade, Auburn, NSW, 2144

Website: www.printnet.com.au

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In just a few days you'll learn and understand the basic principles and practices of print estimating

Contact Ian Walz for more course details:

Phone: (02) 8789 7362

E-mail: ian@printnet.com.au

PRINT ESTIMATING AND PLANNING

A PRINTING INDUSTRIES ASSOCIATION OF AUSTRALIA INITIATIVE

INTRODUCTORY MODULE

This introductory module is designed to provide an overview of the basic principles and practices of the estimating and planning process.

It is perfect for those inside the printing industry, such as company owners, managers, supervisors and sales teams.

The following industry professionals can also benefit from having a good understanding of planning and estimating principles and processes:

- Print Buyers
- Print Production Co-ordinators
- Graphic Designers

WHAT'S IT ALL ABOUT?

This one day workshop will equip participants with an understanding of the basic principles and practices of print estimating.

By completing this introductory module, you will be able to proficiently:

- Read a quote with understanding
- Familiarise yourself with printing terminology and how it affects the estimating and costing process
- Apply what you have learned and advance your career in the printing industry

Introductory Module participants will:

- Learn the correct methods to prepare and present an accurate quote
- Develop an understanding of the principles behind 'hourly rates'
- Have an awareness of the differences between various print materials
- Understand the concepts of Planning and Imposing
- Be able to comprehend and explain Estimating Standards
- Be able to proficiently work through actual working estimates

ADVANCED MODULE

This Advanced Estimating & Planning module is designed for those who may have some experience with estimating, and would like to develop their estimating skills further.

It is ideal for those inside the printing industry, such as company owners, managers, supervisors, sales people, schedulers, production people, customer service people, costing and accounts people. Print buyers, print production coordinators and graphic designers will also benefit from this course.

ABOUT THE ADVANCED MODULE

This three day module applies to estimators who are responsible for end pricing for their company. They will become more competent and understanding of their important role within their company and will be better able to make significant contributions to their company's profits.

They will be able to apply a broad range of competencies that will assist them in using their knowledge to give support to all within their company. It will teach them how to estimate more accurately, more quickly and with greater soundness of mind.

By completing this Advanced Module, you will be able to proficiently:

- Streamline the generation of all estimates
- Deliver beneficial business decisions
- Understand your company's true costs
- Advance your career in the printing industry
- Produce more profit for your company

Advanced Module participants will learn how to:

- Reduce business costs and increase their organisation's efficiency
- Build accurate hourly rates
- Calculate materials accurately
- Understand the end product requirements
- Develop awareness of various print materials and their effect on the final printed product

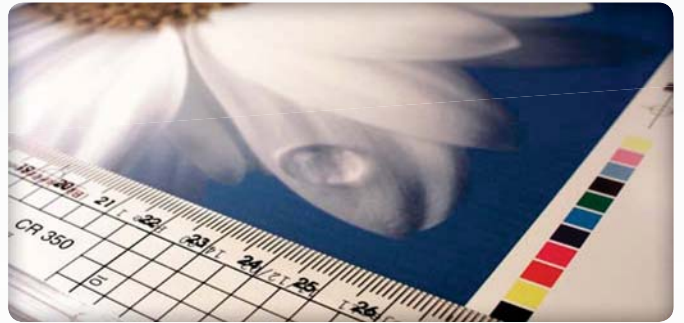
INTRODUCTORY AND ADVANCED MODULES

- Handle requests for quotes (RFQ) and understand a client's requirements
- Communicate effectively with clients
- Generate accurate estimates quickly
- Maximise machine efficiencies
- Apply your knowledge of the end product requirements
- Outsource using industry principles
- Plan for correct use of materials and time
- Be effective in the generation of imposition principles
- Generate complex actual working estimates
- Economically order raw materials
- Maximise management information systems (MIS) within your organisation
- Assess the impact of estimating on print sales

Participants are requested to bring along a notebook computer (*Advanced Course only*), calculator, pen and A4 paper.

Successful completion of the Introductory and/or Advanced Course will provide participants with formal qualifications that can be used as recognition of prior learning for future ongoing studies.

Contact Ian Walz
for more details on (02) 8789 7362



REGISTER NOW!



Print Estimating and Planning - Introductory / Advanced

Dates: (1) Introductory Module - 21st October, 2010
(2) Advanced Module - 28th October, 11th and 25th November, 2010
Time: 9:00am - 5:00pm (Applies to both Introductory and Advanced Courses)
Venue: Printing Industries Association of Australia
25 South Parade, Auburn, NSW, 2144
Parking: Limited parking is available
Cost: (1 - Intro.) Members \$355.00, Non-Members \$540.00 (inc. GST)
(2 - Adv.) Members \$990.00, Non-Members \$1,390.00 (inc. GST)
Catering: Lunch and refreshments provided
RSVP: (1 - Intro.) 15th October, 2010 / (2 - Adv.) 22nd October, 2010



TRAINING MODULE REGISTRATION

ABN: 84 720 646 451

PRINT ESTIMATING AND PLANNING COURSE REGISTRATION FORM / TAX INVOICE

This form serves a tax invoice once payment has been received

Please tick the module you would like to register for:

Introductory Module Advanced Module

Name:

Position:

Company:

E-mail:

Street Address:

Suburb: State: Postcode:

Phone: () Facsimile: ()

Mobile:

Credit Card Payment (Please tick):

VISA MasterCard Amex Diners Club

Card Number:

Expiry Date: Total Order Amount: \$

Cardholder's Name Signature

Please return with payment to Printing Industries Association of Australia - Auburn NSW



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