Dummies and Confirmations

JOBZ! can help you stand out from the competition with two really easy tricks that you might not be aware of- the **Dummy Request** and the **Confirmation of Order**.

Imagine that you are your customer: About the time you receive the Proposal, you also receive a blank paper dummy, made to the specifications in the Proposal, allowing you to see the heft of the paper, the size, the shade of color and the finish. You can test how it fits the envelope, or how much postage it will take. You can show it to your requester, or the designer. You think, "This rep knows how to service a customer!"

And you (the rep) made this happen with a couple of clicks, right after submitting your Request for Estimate.

Now imagine that you are your customer a few minutes after delivering the good news: An email pops up, with a PDF attached that looks a lot like the Proposal, and it confirms the specifications, the schedule, the quantity you decided on, and the price you are expecting. You think, "This is one rep who has it together!"

And you (the rep) did this with a couple of clicks after sending in the Sales Order to Production.

In both cases, all you did was choose a document from the Output pull-down, and JOBZ! did the rest based on information that you have already entered.
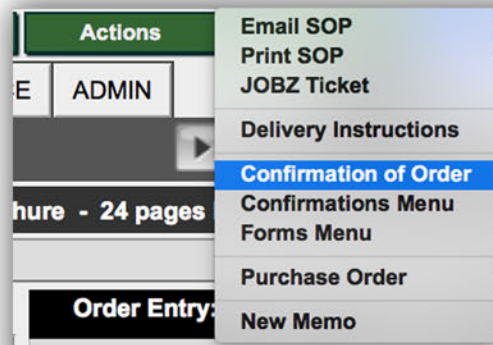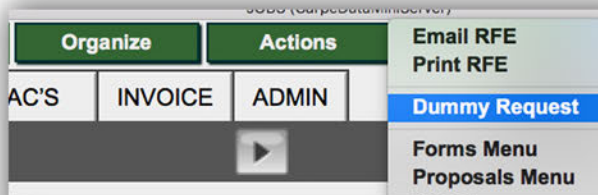
How To:

From any of the SPEX screens, select Output > Dummy Request. On this document you can add some notes about the dummy, change the title to something else like CAD or Prototype Request, and check the boxes to have copies sent directly to the Customer and the Production person. Then select Output and email or print the document. You can send it directly to whoever is going to make the dummy.

From any of the ORDER screens, select Output > Confirmation of Order. Then select Output and email or print the document.

Simple, yet effective, and it will certainly differentiate you from the competition! Examples follow.

Thanks for using JOBZ!

5563 Calle Ocho
Carpinteria CA 93013
408-666-7356
jim@carpedata.com
www.carpedata.com

Dummy Request

Sales: Jim Taylor

Aug 24, 2016

Title	Away Days Brochure
Description	24 pages Plus Cover
Notes	Colors and Paper to match "Away Days" book
Size	6 x 9"
Cover	Spicers Paper Pacesetter Silk 100 lb. Cover
	Outside Cover: 2x black + PMS 872 + OA primer coating; Inside Cover: CMYK
Text	Domtar Cougar White 100 lb. Text
	CMYK + black + OA satin aqueous (black touch plate)
Finishing	Saddle Stitch with die scored cover
Notes	3 Dummies total; FedEx customer copy, courier to Sales Rep and Production

Ship to

Sales Rep

Jim Taylor

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Copy to

☒ **Customer**

Otto Correct
11 by Seventeen
5563 Calle Ocho
Carpinteria, CA 93013 USA

408-666-7356

Copy to

☒ **Production**

George Martin
JOBZ! by Carpe Data

	Files	Proofs	Press		Ship	Bal Deliv
Proposed Schedule	Aug. 23	Aug. 26	Aug. 29		Sep. 1	Sep. 5

JOBZ!®

Confirmation:	**Otto Correct, 11 by Seventeen**
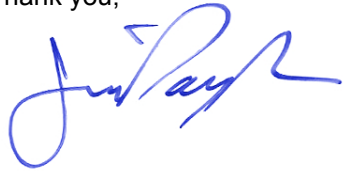
Thank-you for choosing us. Your order is in production as follows:

Title	Away Days Brochure
Description	24 pages Plus Cover
Notes	Colors and Paper to match "Away Days" book
Size	6 x 9"
Cover	Spicers Paper Pacesetter Silk 100 lb. Cover
	Outside Cover: 2x black + PMS 872 + OA primer coating; Inside Cover: CMYK
Text	Domtar Cougar White 100 lb. Text
	CMYK + black + OA satin aqueous (black touch plate)
Proofs	High-resolution Imposition, PDF
Furnished	InDesign files on CD with lasers
Finishing	Saddle Stitch with die scored cover
Packaging	Shrink wrap each book individually, pack in cartons & label
Freight	FOB Origin Freight Additional Carpinteria CA 93013 USA

(+/- 5%)	**Qty / Price**	3,500 **$5,168**	$1.4766 each

JOBZ! Note: Showing the unit price and the schedule on the
Confirmation of Order are available options. Other options are available
on the Confirmations Menu, such as showing the Delivery Instructions.

Thank you,

Jim Taylor
JOBZ! by Carpe Data

OK: X _____
Otto Correct