

Name: _____

Production Manager for a Day

Client Says. "How much does it cost?"

Supplies Costs

Step 1

Draw a sketch of what
our final page will look like
with crop marks.

Step 2

How many sheets of paper do we need?

Step 3

How many reams of paper do we need?

Step 4

How much will the paper cost? Enter that on the estimate.

Step 5

How much is the ink? Use the information to determine how much is needed and the cost. Enter that on the estimate.

Step 6

How many boxes do we need? Based on the price per box, what is the cost? Enter that on the estimate.