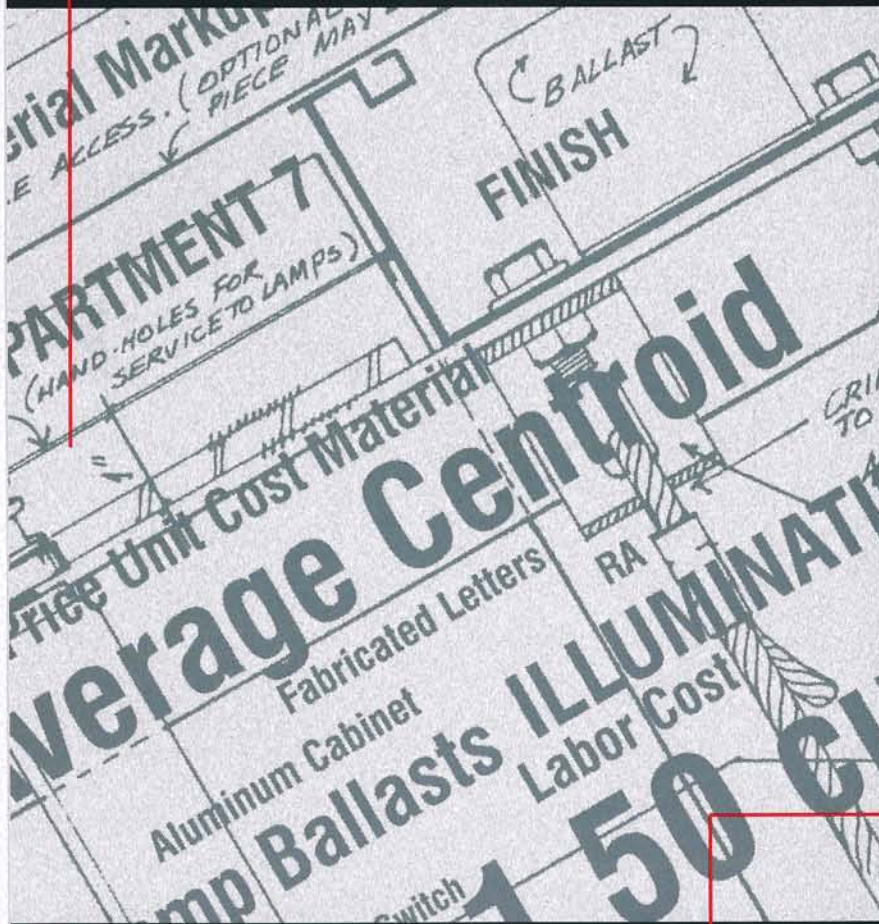


# Accutrack™

## Business Control Software

A Fully Integrated, Windows-Based Sign Estimating and Business Software





## What Makes Accutrack™ the Premiere Choice in Business Software for the Sign Industry?

Accutrack™ is a **fully integrated** suite of software powered by the most accurate, comprehensive and flexible estimating system ever created for the full-service electrical sign manufacturer. Choose between one or more modules to provide accurate estimates, engineer foundations, create sales proposals, track job costs, monitor production, and more - all developed specifically for the sign industry.

*Diagram of the Fully Integrated Accutrack™ Business Control Software*



The Estimating and Engineering Modules, both available as stand-alone programs, provide **fast and accurate engineering and pricing** for the vast variety of custom built products you produce. The Estimating Module incorporates over fifty years of labor studies into an easy-to-use program interface. The Engineering Module calculations were recently upgraded to meet the latest Uniform Building Code.

When you utilize the complete Accutrack™ system (as shown above), you **eliminate costly duplication** throughout the sales, production and job tracking processes, thus increasing your profit potential.

Production Managers can **compare estimated vs actual performance** on a line item basis for every aspect of labor and material required to produce custom or quantity manufactured sign projects.

Selling prices, job descriptions and specifications for sign projects are saved, transferred and tracked automatically throughout the estimating, contract writing, order entry, production, and costing cycles.

**On-screen help menus** make this system quick to learn and easy to manage. **Multi-level security** is included to control access to each module for worry-free operation in networked office environments.

Comprehensive **management information reports** provide the ability to monitor productivity and profitability in the manufacturing environment by measuring proficiency for departments, job-specific labor estimating, line item labor functions, material usage, material estimating, material purchasing and production workers. Proposals, estimate files and job files easily attach to e-mails.

Accutrack™ works in combination with Microsoft Excel, and all reports created by the system can be stored and sent from one workstation to another electronically, whether they have Accutrack™ or not.

The Accutrack™ Accounting Link to Microsoft Business Solutions-Great Plains® Standard provides an industry-specific solution to the electric sign company for complete financial accounting.

The Accounting Link includes: automatic creation of Invoice, labor transfer from Job Costing to Payroll allocation of Inventory items at Order Entry, auto-transfer of material costs to COGS, and Customer Data Sharing with Great Plains® software - plus many other time-saving functions.



# Accutrack™

A fully integrated, sign estimating and business control software

## Accutrack™ - Control Your Estimating

### Accutrack™ Estimating Module

To create an accurate selling price for every sign you design, the Estimating Module uses your actual cost of labor and materials. Regardless of type or size of project, (such as sheet metal or extruded aluminum cabinets, style of faces and illumination, channel letters, staged pipe installation, maintenance contracts, or more), you can easily create accurate estimates in minutes.

Anyone in your shop who is familiar with sign construction can provide accurate, detailed estimates in minutes. Just enter the basic information about the sign, and the Estimating Module generates a detailed estimate listing every material and the time needed to build and install your sign.

### Customize Your Estimating System

With over a fifty-year history of tracking time and materials used to manufacture electric signs, the Accutrack™ Estimating module comes complete, out of the box, with all the departmental labor factors and material costs you need to make accurate estimates.

But, since your purchasing power and labor skills may vary compared to another company, you can easily customize the cost and selling price of your labor, your material cost and your markup - by department. With these tools, you can better control your margins and bottom line profits.

### Accutrack™ Engineering Module

You're provided with all of the information needed to comply with the Uniform Building Code. The Section Modulus Calculator tells you what size pipe is required. The Foundation Calculator uses the soil conditions at the installation site to give you the most efficient use of concrete for circular, square, rectangular and spread foundations. The Anchor Bolt / Base Plate Calculator figures plate and bolt size. This tedious process is now easy - even for inexperienced estimators.

### Proposal and Order Writer Modules

Using the information from the estimate, the software creates sales contracts, rental agreements, and service or maintenance contracts at the push of a button. This feature eliminates tedious clerical typing and expedites the sales process. Terms and payments are automatically calculated for each proposal that can be sent directly to your customer and returned as an order confirmation.

Your logo and legal language appear on the Proposal Writer documents, so that your communication with your customers has the same consistent quality as your products.

The Order Writer Module generates order documents faster, easier, and more accurately. Manufacturing, service and maintenance jobs are organized for efficiency. A production schedule is created and updated by the system as each order is entered.

The screenshot shows the 'NEW HIGH ESTIMATE - GENERAL INFORMATION' window. On the left is a tree view of materials including 'SHEET METAL 2', 'COPY 1', 'COPY 2', 'COPY PATTERNS LINE 1', 'ORNAMENTATION 1', 'SHEET METAL 1', 'SHEET METAL MATERIALS', 'WIREWAY MATERIALS', 'SHEET METAL EXTRAS', 'FABRICATION EXTRAS 1', 'FINISHES 1, PAINTING FACES', 'FINISHES 2', 'ILLUMINATION 1, TYPE', 'ILLUMINATION, NEON COPY LINE 1', 'ILLUMINATION 5, NEON BORDER TUBING', 'ILLUMINATION 6, NEON EXTRAS', 'SHOP WIRE, COPY LINE 1', 'SHOP WIRE, BORDER NUMBER 1', 'INSTALLATION 5, COLUMN MOUNT', 'INSTALLATION 6, COLUMN FOUNDATION', 'INSTALLATION 7, COLUMN SIZE', 'INSTALLATION 8, COLUMN SIZE', 'INSTALLATION 9, PIPE FABRICATION EXTRAS', 'INSTALLATION 2', 'MAINTENANCE 6', 'MISCELLANEOUS MENUS DESIRED', and 'SHEET METAL MISCELLANEOUS'. On the right, the 'SHEET METAL 2' section is expanded, showing options for 'Type of Sheet Metal Cabinet' (Bulletin Panel, Sheet and Frame Construction/Neon Cabinet, Frame for Rigid/Flexible Plastic, or Routed Faces, Deck Cabinet, Backway) and 'Type of Internal Framework' (No Internal Framework, Light Internal Framework, Heavy Internal Framework). A text box on the right states: 'Every phase of sign construction has it's own screen to help you quickly estimate your design.'

The screenshot shows the 'Section Modulus' window with the 'Circular/ Square/ Rectangular Foundation' tab selected. It contains input fields for 'Centroid Height, ft' (30), 'Sign Area, sq ft' (150), 'Number of Support Columns' (1), 'Wind Pressure, lbs/ sq ft' (35), 'Caisson Type' (Circular), 'Base (Diameter/Width), ft' (3), 'Steel Type' (New), 'Estimated Sign Weight, lbs' (300), 'Total Column Weight Above Ground, lbs (for All Stages Combined)' (500), and 'Selected Soil Pressure' (150). The 'RESULTS' section on the right shows calculations for 'Section Modulus: 83,000 per column', 'Schedule 40 pipe (in inches, ROUND) 16,000 each column', 'OR 14,000 inch Steel SQUARE Tube (3.375 inch wall) each col', 'Caisson type: Circular', 'Base Diameter/Width: 3,000 ft', 'Yield Bearing Soil Pressure: 1500', 'Lateral Bearing Soil Pressure: 150', 'Est. Sign Weight: 300,000 lbs', 'Est. Column Weight: 500,000 lbs/each', 'Footing Depth: 12,000 ft per column', 'Valid Footing Diameter: 3,000 ft per column', and 'Concrete Yards: 2,547 yards total'. A text box on the right states: 'The most complete Sign Engineering Program available today.'

The screenshot shows the 'PRINTOUT SELECTION' window. It contains a list of printout options: 'Brief Estimate', 'Detailed Estimate', 'Store Estimate with No Printout', 'Preview on Screen', 'Print a Proposal', 'Short form Proposal', 'Sales Agreement', 'Sales Agreement Only', 'Sales Agreement with', 'Maintenance Agreement On', 'Rental Agreement', 'Proposed Rental', 'Contract only Rental', and 'Contract only Rental'. A text box on the right states: 'Choose to print Estimates, Proposals, Orders and more!'.



# Accutrack™

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## Accutrack™ - Control Your Engineering

Accutrack™ is a full integrated suite of software powered by the most accurate, comprehensive and flexible estimating and engineering system ever created for the full-service electrical sign manufacturer. Choose between one or more modules to create accurate estimates, engineer foundations, create sales proposals, track job costs, monitor production, and more - all developed specifically for the electric sign industry.

### Accutrack™ Engineering Module

The Engineering Module sets the standard for software that engineers columns, bases and foundations for free-standing electrical sign installations. It's a stand-alone program that provides fast and accurate engineering for the variety of custom signs you build. Using a simple Microsoft Windows interface, quickly print out all the specifications necessary for installing free-standing signs that comply with the Uniform Building Code and ASCE guidelines. This process, once tedious, is now easy - even for inexperienced estimators.

#### • Section Modulus / Perimeter Bending Force Calculator

The Section Modulus of a pipe is the value of resistance to bending force at the foundation. Use this feature to determine what size of pipe or square tube is required, whether you're using new or used steel. Simply enter the centroid, area, number of columns and wind pressure to get a readout of the size of pipe or tube required.

#### • Average Centroid Height for Multiple Cabinets

The easiest way to find the average centroid height of multiple cabinet signs - just enter the sign area and height of each section to instantly get the average centroid height.

#### • Anchor Bolt / Base Plate Engineering

Use this function to calculate the thickness and dimensions of base plates and plate-to-plate connections. With a few clicks of your mouse, determine diameter and length, vertical embedding, and all other specifications for anchor bolts in just seconds.

#### • Foundation Calculator

Choose the soil condition and the type of foundation (circular, square, rectangular or spread) to quickly determine the exact footing details (depth, width, length or diameter), for each column, including amount of concrete and rebar requirements.

#### • Engineering Charts

The Accutrack™ help system is loaded with charts on structural grade steel, anchor bolt washer detail, base plate to column connections with gussets, soil type classifications, rebar cage diagrams and more! Simply print these charts and diagrams to enhance your sales presentations.

**Section Modulus / Perimeter Bending Force**

Centroid Ht, ft: 5  
Sign Area, sq. ft: 200  
Number of Support Columns: 2  
Wind Pressure, lbs./sq. ft: 15  
Perimeter of Sign, ft: 50

Steel Type:  
☒ New  
☐ Used

Calculate Print Summary Clear

**RESULTS**

Sign Area: 200.000 sq ft  
Number of Support Columns: 2  
Wind Pressure: 15.000 lbs/sq ft  
Centroid Height: 5.000 ft  
Steel type: new  
Sign Perimeter: 50.000 ft

Section Modulus: 3.000 per column  
Perimeter Bending Force: 60.000 lbs/ft

Schedule 40 pipe (in inches:ROUND): 4.000 each column  
OR 4.000 inch Steel SQUARE Tube (0.250 inch wall) each column

*Quickly determine the correct pipe or tube sizes required for your sign projects*

**Spread Foundation**

Centroid Height, ft: 2  
Sign Area, sq. ft: 200  
Number of Support Columns: 2  
Wind Pressure, lbs./sq. ft: 12  
Base Length (Perpendicular to Sign Face), ft: 8  
Ratio of Width to Length, %: 50  
Estimated Sign Weight, lbs: 600  
Total Column Weight Above Ground, lbs. (for All Stages Combined): 90

Steel Type:  
☒ New  
☐ Used

Calculate Print Summary Clear

**RESULTS**

Centroid Height: 2.000 ft  
Sign Area: 200.000 sq ft  
Number of Support Columns: 2  
Steel type: used  
Wind Pressure: 12.000 lbs/sq ft

Section Modulus: 1.083 per column  
Schedule 40 pipe (in inches:ROUND): 3.000 each column  
OR 2.500 inch Steel SQUARE Tube (0.187 inch wall) each column

Base Length: 8.000 ft  
Ratio of Width to Length: 50.00 %  
Lateral Bearing Soil Pressure: 200  
Ult. Bearing Soil Pressure: 2000  
Sign Weight: 600.000 lbs  
Column Weight: 80.000 lbs/each

Footing Depth in feet: 1.500 each column  
Footing width/diameter(ft): 4.000 per column  
Footing length/diameter(ft): 8.000 per column  
Concrete Yards: 1.778 yards per column x 2 = 3.556 yards total

*Accutrack provides the easiest way to calculate all types of foundations*

**Pipe-Anchor Bolt-Base Plate Engineering**

Centroid Height, ft: 10  
Sign Area, sq. ft: 100  
Number of Support Columns: 1  
Wind Pressure, lbs./sq. ft: 15  
Desired Bolt Diameter, in: 1  
Number of Anchor Bolts per Side (on Side of Plate Parallel to Sign Face): 2  
Anchor Bolt Spacing, in (on Side of Plate Perpendicular to Sign Face): 8

Steel Type:  
☒ New  
☐ Used

Calculate Print Summary Clear

**RESULTS**

Centroid Height: 10.000 ft  
Sign Area: 100.000 sq ft  
Number of Support Columns: 1  
Steel type: new  
Wind Pressure: 15.000 lbs/sq ft

Section Modulus: 6.000 per column  
Schedule 40 pipe (in inches:ROUND): 6.000 each column  
OR 5.000 inch Steel SQUARE Tube (0.250 inch wall) each column

Number (on side):  
Anchor Bolt (on side):  
Request

Accepted Bolt diameter(in): 1.00  
Vertical Embedment Length to Bend: 21.91  
Minimum inside bend radius: 4.00  
Bend(horiz/vertical length) (in): 4.00  
Length of thread: 3.75 Total Length: 35.73  
Base plate minimum length: 11.50

*All specifications generated comply with the Uniform Building Code*



# Accutrack™

*A fully integrated, sign estimating and business control software*

## **Accutrack™ Accounting Link for MS Business Solutions SMALL BUSINESS FINANCIALS**

### **About Small Business Financials**

When Microsoft renamed and updated their Small Business Manager software to Small Business Financials, they showed their continuing commitment to providing highly scalable solutions to growing businesses like yours.

The SBF program offers features that help you locate information more intuitively, modify reports more extensively, process orders more effectively and manage payroll more easily. These affordable features are designed to help you keep the focus on managing your business, rather than trying to manage your business software.

### **Who is SBF designed for?**

Small Business Financials offers big business functionality designed for small business needs. Companies from 5 to 50 employees find it the perfect match for their current and future needs. You can add users and modules as you grow, and you can add functionality and capacity whenever you need it.

### **How easy is it?**

You can count on rapid implementation, quick return on your investment, and low cost ownership. Just as important, you can count on a solution that can take you into the future and support your company along the way.

### **Can I count on Microsoft?**

Microsoft is the world's leader in software development and has pledged to continue to enhance and support the family of Business Solutions products including Small Business Financials. They'll provide the support and services that help you keep your focus on your business. Who else can you depend on to provide you with that level of support?

### **How does it work?**

Small Business Financials captures the look and feel of Microsoft Office Outlook®, and offers streamlined, list-based menus that provide everyone in your organization with a clean intuitive interface. This also minimizes training costs for new or existing employees.

### **What Modules are available?**

Financials, Report Writer, Sales Order with Invoicing, Inventory, and Payroll. Standard features include automated backups, password security, beginning balances, import data, compatibility with Small Business Server and more!

### **Are there any comparable systems for the Sign Industry?**

There are many popular off-the-shelf-accounting packages, but none offer the security, flexibility and integrations that Small Business Financials offers. There are a few sign-related estimating programs available, but none offer all the data, customability and precision that Accutrack offers. No other solution combines the industry-based background of Accutrack in a fully integrated solution with Microsoft.

### **How does Accutrack™ work with SBF?**

The Accutrack™ Accounting Link includes the automatic creation of Invoice, labor transfer from Job Costing to Payroll, allocation of Inventory items at Order Entry, auto-transfer of material costs to COGS, and Customer Data Sharing with SBF software - plus many other time-saving functions.

When estimates are created and sold, Accutrack software accesses the database within Small Business Financials and customer information is automatically linked. As jobs are opened for costing in the Accutrack Order Writer module, it accesses the inventory data in Small Business Financials. All materials required are flagged within SBF Inventory as "allocated", and if amount in inventory is less than required, a printout is generated of "Required Materials not in Inventory".

Accutrack tracks permit fees, freight costs, and customer deposits, and automatically transfers them from the Order Writer to Invoicing within SBF. This means you no longer have any double entry.

Accutrack automatically creates the invoice within SBF, and all historical tracking capability is preserved. General Ledger accounts are associated with each job to precisely track the categories of Sales and Cost of Goods Sold for that job, insuring you get a proper Income Statement when the job is completed and the invoice is posted.

### **What about Labor and Materials?**

Accutrack allows the labor for each job to be entered through its Job Costing module. This allows you to print detailed Management Reports. The labor is also automatically transferred to the SBF Payroll module. Enter the materials for any job into the Job Costing module and Accutrack transfers the cost of materials out of SBF Inventory files. When the job is closed the appropriate quantity, type and cost is automatically removed.



# Accutrack™

*A fully integrated, sign estimating and business control software*

## **Accutrack™ Accounting Link functions and flow with Microsoft Business Solutions–Great Plains® Standard**

### **Customer Data Access**

When an estimate is created, Accutrack™ software accesses the customer database within Microsoft Business Solutions–Great Plains® Standard, searches for a match to the customer name, and fills in the required data from that customer's record. New customers are classified as "Prospects" and the first time an order is written they're reclassified as a "Customer".

### **Open Job for Costing**

When a job is opened for costing in the Accutrack™ Order Writer module, the relational database accesses the inventory data in the Great Plains® software. All materials estimated for the job are searched, and the quantity of each item is flagged within the accounting inventory as "Allocated". The amount of each material that is "Available" is decreased automatically. If the "Available" amount is less than the quantity required, the system generates a printout of "Required Materials not in inventory" for the user to procure the necessary materials.

### **Automatic Creation of the Invoice**

At the time that the job is opened, certain General Ledger accounts are associated with each job to track the proper categories of Sales and Cost of Goods Sold for each job. This insures the correct transfer of labor costs, material costs, and overhead costs to the proper categories on the Income Statement when the job is completed and the invoice is posted. The Accutrack™ modules automatically create the invoice within Great Plains® software. All historical tracking capability within the accounting package is preserved. The user has the option to define and configure the Variable Manufacturing Overhead Rate (from System Configuration) to apply overhead to the sum of the Labor and Materials or to either the Labor or Materials. The product of this calculation is automatically transferred to the GL account number assigned to the specific Cost of Goods Sold category for each job.

### **Automatic tracking of permit fees, freight costs and customer deposits**

The Accutrack™ Accounting Link automatically transfers these items from the Order Writer module to the Invoicing module within the accounting software. No more double entry.

### **No-Charge Invoices for Internal Work Orders**

Take full advantage of the Accutrack™ Business Control software by writing orders and using job-costing to track orders for no-

charge work. Labor and materials required for building and equipment maintenance, making standard sign components for inventory, warranties, supervision labor, and counting year-end inventory can be tracked normally on work orders and through job-costing. These expenses automatically transfer to the no-charge invoice and are expensed automatically by the invoicing process. No more tedious General Journal entries!

### **Enter Job Cost Labor**

The Accutrack™ Accounting Link allows the labor to be entered through the Job Costing module. Labor is automatically transferred into the Great Plains® Payroll module. Experience incredible time-savings! No more duplicated entry of labor in job costing and payroll. Just enter the information from timecards into the Job Costing module, and define the proper code at the Accutrack™ menus. The Accutrack™ Accounting Link transfers the required information to the accounting payroll modules automatically. Overtime rates are controlled by codes provided at the menu.

### **Materials Data Entry**

Enter the materials for any job into the Job Costing module, and the Accutrack™ Accounting Link automatically transfers the cost of materials out of the accounting inventory files. At the time the job is closed, the appropriate quantity, type and cost of material is automatically removed from the Great Plains® Inventory. Any materials that have been "Allocated" which remain unused are returned to "Available" status within the accounting system's inventory. At the time the materials data is entered, a search of the Inventory files is performed to match the correct cost per unit posted to the Job Costing reports based upon the next available costs coming out of the accounting software Inventory. If corrections are made within the Accutrack™ Job Costing, those corrections automatically update the quantities and costs within the Great Plains® Inventory.

### **Materials Desc/ Cost/ Part Number Update**

To update material costs stored in the Accutrack™ Estimating module, the system searches the Great Plains® Inventory data for a matching Item Part Number. The current cost per unit (as stored in the Accutrack™ data) and the next cost per unit within the accounting system are both displayed. The user has the option to keep the existing Accutrack™ cost per unit, substitute the Inventory cost per unit, or substitute any other value of their choice for use by the estimating system on future estimates.



# Accutrack™

*A fully integrated, sign estimating and business control software*

## Accutrack™ Modules and their functions

### Sign Estimating Module

*Available as a stand-alone module*

System Configuration

- Labor Feedback Weight Factor
- Standard or Metric
- Salesperson Commission
- Sales Tax Rate & Designation
- Global Ballast Brand Designation

Database File Maintenance

- Labor Factors & Labor Factors Database Listing Report
- Material Costs & Materials Database Listing Report
- Journeyman Rates, Costs & Printed Report
- Material Markups & Printed Report
- Purge Estimate Files & Open Estimate Report
- Labor factors not updated report

Estimate File Export & Estimate File Conversion capabilities

### Engineering Module

*Available as a stand-alone module*

Section Modulus / Perimeter Bending Force computations

Average Centroid for Multiple Cabinets computation

Pipe-Anchor Bolt-Base Plate computations

Circular/Square/Rectangular Foundation computations

Spread Foundation computations

Change Soil Pressures for calculations

### Job Track Module

Create and attach a "card" file associated with customers

Files are unique to each installation delivery address

Provides quick access to pertinent job data

### Job Costing Module

Salaries File Maintenance & Report, to update an employee or add an employee

Job Shop Estimate Report, includes materials list and material requisition form

Job Cost Labor Data and Materials Data

Open Job for Costing and Close Job Functions

Work In Progress Report

Completed Job Report with Job Cost Summary Report

### Job Costing module with Accutrack™ Accounting Link

Includes all functions listed above, plus all the Accutrack™ Accounting Link Module functions listed to the right.

### Order-Writer module with Journal & Production Schedule

Create and print out new Manufacturing Orders

- Optional Installation Information Page
- Optional QA Control Document

Create and print new Job Orders

Create and print new Shop Orders

Order Entry Journal file update, printout or view

Production Schedule file update, printout, or view

### Management Report Writer module

Statistical Analysis Reports

Salesperson Performance Report

Open Job Report

Completed Job Report

Backlog Report

Statistical Analysis and Salesperson File Maintenance

### Proposal Writer module

Short Form Proposal

Long Form Sales Agreement Contract

- Sales Agreement with Maintenance Contract
- Sales Agreement without Maintenance Contract

Maintenance Agreement Only

Long Form Rental Agreement

- Standard Rental with Purchase Option
- Renewal Only Rental Agreement
- Subsequent Renewal Rental Agreement

### Accounting Link Module

Automatic creation of Invoice

Labor transfer from Job Costing to Payroll

Allocation of Inventory items at Order Entry

Auto-transfer of material costs to COGS

Customer Data Sharing with Microsoft Business

Solutions—Great Plains® Standard

Many other time-saving functions.

### Time Matrix® Time Clock Module

Replaces conventional electronic/mechanical time clock

Uses touch screen monitor and bar code scanner

Look and feel of MBS—Great Plains® Standard

# Accutrack™

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## Time Matrix® Module

**The Time Matrix® Module is a full-featured time system fully integrated with Microsoft Business Solutions–Great Plains® Standard and ABC's Accutrack™ Business Control Software.**

Time Matrix has the same look and feel as other Great Plains modules because it was developed in Dexterity - the programming language used for Microsoft Business Solutions–Great Plains® Standard. This provides true integration. Time entries that originate in Time Matrix are automatically integrated into Accutrack™.

"Touch Screen Monitor Time Clock" is a system that replaces a conventional electronic / mechanical time clock. It is used to clock in employees at the beginning of their shift and clock them out at the end of their shift. Touch Screen Monitor Time Clock uses employees' ID and Pay codes entered into Great Plains Payroll. It can use a bar code scanner for employee ID badges and for projects.

Time Matrix works with Pervasive, MSDE and MS SQL data bases. It includes an UNLIMITED software license for as many employees, time clocks, workstations, companies or locations per server.

It uses Invoices, Departments and Sections with Accutrack™ Job Costing. Customer information is displayed from Great Plains Receivables Management.

Invoices can easily be changed by touching the "Change" button. This clocks out the old invoice and Clocks in the new one.

Touching the Print button allows time entries to be printed for any pay period to either the screen or a printer. Company-wide, departmental and individual employee messages can be displayed.

Touch Screen Monitor Time Clock has a keyboard with letters and numbers on the monitor. It uses large keys and buttons to make it easy to see and touch with a finger, and has the look and feel similar to an ATM machine.

## Employee Logbook

- Time from the Logbook is posted to the Accutrack™ Job Costing module, eliminating time-intensive manual data entry.
- An employee clocking out or changing Accutrack™ Job Costing Invoices creates a time transaction in the Logbook.
- Logbook transactions record regular time, overtime, and coffee breaks from Touch Screen Monitor Time Clock.
- The Accutrack™ Job Costing Logbook shows the Employee, Start Time, End Time, Hours, Department, Position, Pay Code, Customer, Accutrack™ Job, Costing Invoice, Department and Section.
- The Logbook report is used to verify employee shift and weekly hours.

## Employee Calendar

- The inquiry-only calendar is accessed by touching the Calendar button on the Touch Screen Monitor Time Clock.
- The employee calendar shows the number of hours worked each day and a monthly total.
- Overtime, vacation, holiday and sick hours are denoted.
- Touching a specific date zooms to the Logbook showing only transactions for the date touched.

## Invoice Calendar

- Displays time entries for one Accutrack™ Job Costing Invoice with all employees' times included.



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### ***PRINTOUT SAMPLE PACK...***

The following pages are copies of reports generated from the Accutrack™ Business Control software modules. Accutrack was developed for the full-service sign company, and the entire spectrum of work any full service sign company estimates can be tracked throughout the manufacturing and accounting processes with extreme versatility and accuracy. The types of signs which can be estimated include:

Sheet metal and Steel Angle Signs  
Channel Letters  
Extruded Aluminum Signs  
Illumination / Lighting Systems  
Knife-Cut Film Decoration  
Neon Tubing  
Replacement Faces from Rigid Plastic

Pole Covers / Pylon Sections  
Patterns & CAD Design  
Frames Routed Letters & Logos  
CAD / CAM Routing  
Heat Transfer Decoration  
Painted Decoration  
Flexible Vinyl Faces  
Installation of Electric Signs

Maintenance Contract Rates  
Sign Leasing Rates  
Crating Signs for Shipment  
Loading Signs  
Wood Signs  
Formed Plastic Faces  
Engineering Support Structures

#### **A. Detailed Estimate Printout Sample**

The Detailed Estimate gives a line-item labor and material breakdown of every aspect of a job's specifications. Labor is generated by providing an exact estimate of time to perform specific tasks and subtotaled by department. Labor factors for each task and the selling price per man-hour (by department) can be adjusted in seconds at the user's discretion. Material quantities are generated automatically based upon the exact specifications of a given sign. The cost per unit for material items is fully adjustable by the user, and the cost of materials is subtotaled for each department. The system allows the user to establish any desired mark-up on materials for every department. Estimates can be saved and modified (for alternate versions), or recalled for future use by the Order-Writing Program or the Job-Costing Program.

#### **B. Brief Estimate Printout Sample**

This form gives a summarized version of the estimate in order to minimize pages and paperwork, and provides a format suitable for providing with your proposal to your customer.

#### **C. Proposal Writer Sample**

The Proposal Writer module lets the user create a variety of sales and lease agreement forms. Shown is a basic Sales Agreement. These forms are created automatically from the Estimating module into Excel templates. They can be customized and have logos added.

#### **D. Order Writer / Order Entry Sample**

Generate work orders for any type of work required in your shop. Information is transferred from the estimate file into the associated order report, allowing you to get your jobs in process faster and with more accurate specifications than ever before. Choose from one of three types of order forms for any type of job:

Manufacturing Order Form:

For full scale job requiring new manufacturing for installation or shipment.  
Most typical new-sign construction would use this form.



## ***PRINTOUT SAMPLE PACK, CONTINUED...***

- Shop Order Form: For No-Charge transactions; use this form to track labor and materials required for supervision, equipment maintenance, warranties, returns, fabricating items for inventory or allocating labor & materials to any other internal expense account.
- Job Shop Estimate: For every job, this automatic Bill of Materials is a detailed list of all estimated materials for every aspect of the job, sorted by department. It is printed in the form of a material list with space provided for the worker to verify/modify the actual amount of each different material used, gathering that information required for job costing.
- Production Schedule: This report will automatically be created by the system as each order is entered. The Production Manager can automatically reschedule jobs, track deposit receipts, freight carriers and subcontractors for each job. This report is an essential tool for efficient communication between sales and production departments.

### **E. Work In Progress Reports Sample**

Shown are the Work in Progress Report and the Work Completed summary. These two reports allow the user to review the estimated versus actual labor hours and material costs for any job in process, then a final report when the job is finished - both valuable tools. They are included in the Job-Costing module, which also provides the Salaries File Maintenance report, Job Shop Estimate report for (bill of material / requisition form), Job Cost Labor and Materials Data update, and Open Jobs Report. Salary files for your personnel can be updated in seconds. Entering daily labor and posting that labor to each individual job is made easy and minimizes time required for complete and job specific labor-costs. This report allows your production management team to track estimated vs. Actual labor costs by department and by job. It also tracks individual performances for each laborer associated with each job.

### **F. Statistical Analysis Report Sample**

Also part of the Managerial Report module, the Statistical Analysis report is one of the most valuable tools a manager can have. Study the estimated versus actual dollar value of material and labor that went through the shop, by department, over a specified time frame. If necessary, adjustments can be made to estimating module markups and labor factors. It also provides insight to whether departmental production processes need improving.

### **G. Open Job Report Sample**

Part of the Managerial Report module, as jobs go through your manufacturing plant the Open Job Report allows you to track your workflow and to see your backlog, specific jobs and recently completed jobs at a glance. This report is divided into two distinct sections:

#### Open Job Report: (Jobs In Process)

As jobs are turned in your costing clerk uses the software to "flag" the job as completed. This separates the jobs that have been turned-in (awaiting final costing) from the jobs that are still in progress. Each Job-In-Process is listed and the estimated and actual hours are listed for all departments of every job. At the end of this section there is a summary showing the total estimated hours, actual hours, remaining estimated hours, overrun hours, and total estimated backlog for each department. The summary page is included here.

#### Open Job Report: (Completed Job Report)

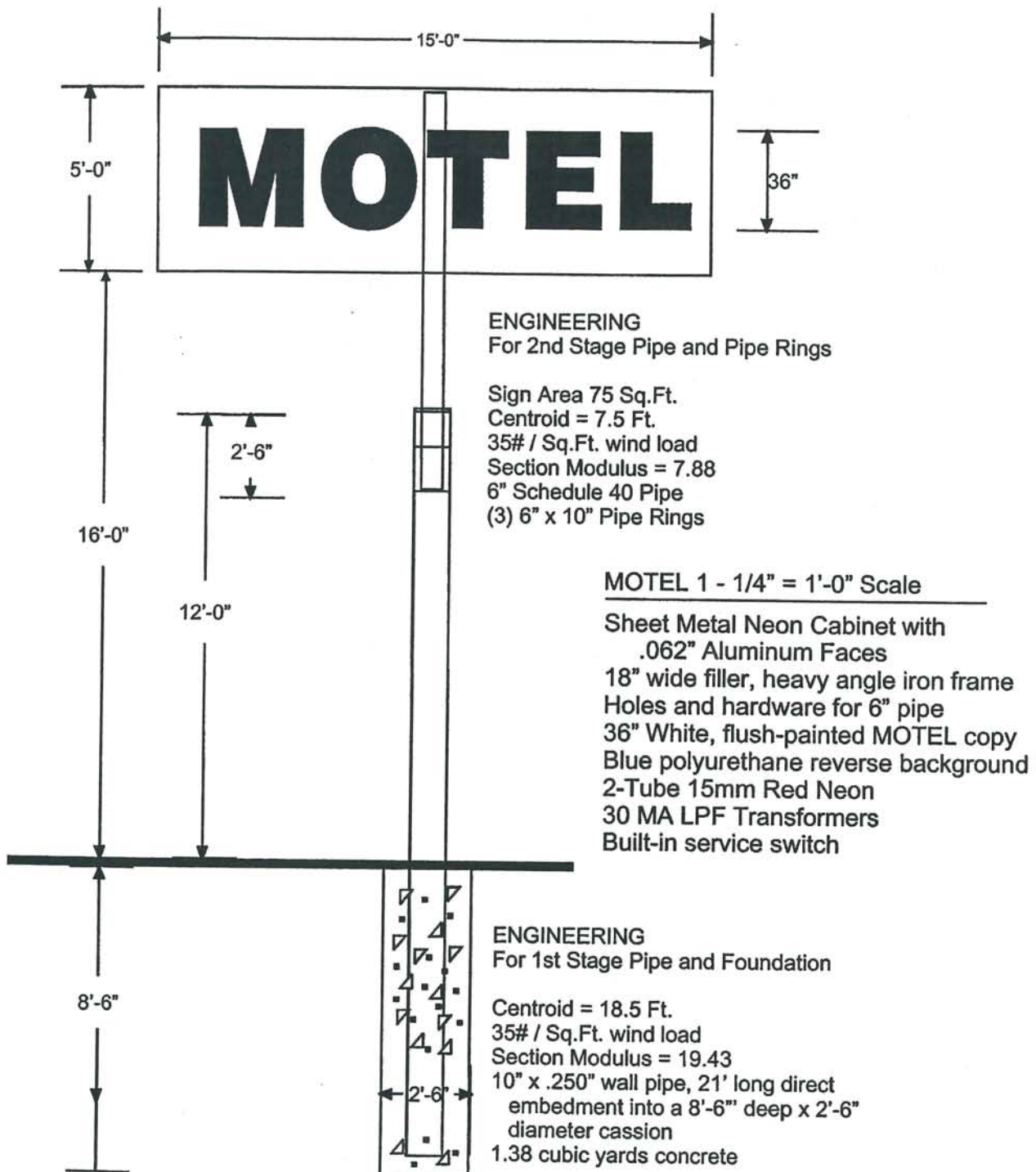
This section of this report lists each job which has been turned-in (completed/ awaiting final costing and review) and itemizes the labor variance in hours for each department of every job. The summary at the end of this section of the report itemizes estimated vs. actual performance for both labor and materials for all jobs combined by department. Variances in labor are given for each department in total hours. Variances in materials are given in dollars of raw cost.

### **H. Salesperson Report Sample**

Part of the Managerial Report module, the printout lets the user review salesperson performance quickly. Compare the number of estimates bid, won, percentage won, and total dollar volume sold by each salesperson.



# ABC Sample Estimate - Motel 1





## DETAILED ESTIMATE

CUSTOMER: MOTEL  
BILLING ADDRESS: 2028 S.E. FRONTAGE RD.  
FT. COLLINS, CO 80525

DATE: 2/15/01  
DESIGNER: BOB BLANCO  
SALESPERSON: BOB B  
ESTIMATOR: RWB  
DESIGN NUMBER: MOTEL1

### Description of Section 1

Manufacture one, D.F. Sheet Metal Sheet and Frame Construction/Neon Cabinet with cabinet skin from .062 Mill Fin Alum Sheet/ 5052 and Heavy Internal Steel Framework, Rectangle, 60 in. X 180 in. with Holes & Hardware for 1 Pipes, 18 in. Wide Filler; 2 color Flush Paint Copy w/ Reverse Background; Skeleton Neon Copy; Paint external metal surfaces with Polyurethane; CABINET PTD. SATIN WHITE; with Service Switch(es); Column Mounted; 10 in. diameter pipe, 21 ft. long; 6 in. diameter pipe, 12 ft. long; Round or square foundation, 8" to 10" Pipe Rings

DESCRIPTION	LABOR					MATERIALS			
	AMOUNT	FACTOR	HOURS	RATE	PRICE	UNIT COST	COST	MARKUP	PRICE
<b>Department 1    Patterns / CAD</b>	Constant		0.88						
Line 1 : " MOTEL " 5, 36 " Block CAD/CAM Flush Paint Skeleton Neon	79.2	0.003	0.24						
Line 1, Double Tube Neon; ft	79.2	0.007	0.55						
Line 1 : CAD/CAM Stock fonts; each	5	0.008	0.04						
Line 1 : Distortion Effects - Simple; each	5	0.011	0.06						
Pattern Paper; sq ft	80					\$0.04	\$3.20	2.00	\$6.40
Neon Pattern Paper; sq ft	75					\$0.40	\$30.00	2.00	\$60.00
				1.77	\$35.00	\$61.85	\$33.20	2.00	\$66.40

DESCRIPTION	LABOR					MATERIALS			
	AMOUNT	FACTOR	HOURS	RATE	PRICE	UNIT COST	COST	MARKUP	PRICE
<b>Department 2 Sheet Metal</b>	Constant		2.50						
Double Face Sheet and Frame Construction/Neon Cabinet, Heavy Internal Framework, Rectangle; sq ft	75	0.250	18.75						
18 " wide filler; sq ft	20	0.144	2.88						
Pipe Hardware Only; each	1	0.750	0.75						
.062 Mill Fin Alum Sheet/ 5052; sq ft	232.5					\$1.18	\$274.35	2.00	\$548.70
2 x 2 x 1/4 Steel Angle iron; ft	88					\$0.73	\$64.24	2.00	\$128.48
Watertight doors; each	8					\$1.00	\$8.00	2.00	\$16.00
Hand Hole doors; each	10					\$0.35	\$3.50	2.00	\$7.00
			24.88	\$35.00	\$870.80		\$350.09	2.00	\$700.18

[illegible]

DESCRIPTION	LABOR					MATERIALS				
	AMOUNT	FACTOR	HOURS	RATE	PRICE	UNIT COST	COST	MARKUP	PRICE	
<b>Department 8    Illumination</b>	Constant		1.00							
" MOTEL ", 36 " CLEAR RED Clear Glass, 15 mm, Double Tube Neon; ft.	158.4	0.063	9.98							
Blockout Crossovers; each	20	0.075	1.50							
Paint Crossovers to Match Background; each	20	0.075	1.50							
Service Switch; each	1	0.250	0.25							
15mm Clear Glass Neon Tubing; ft.	158.4					\$0.23	\$36.43	2.00	\$72.86	
15mm Electrodes; pairs	20					\$1.51	\$30.20	2.00	\$60.40	
Service Switch; each	1					\$4.50	\$4.50	2.00	\$9.00	
					14.23	\$35.00	\$498.02	\$71.13	2.00	\$142.26

DESCRIPTION	LABOR					MATERIALS			
	AMOUNT	FACTOR	HOURS	RATE	PRICE	UNIT COST	COST	MARKUP	PRICE
<b>Department 10 Shop Wiring / Accessories</b>									
	Constant		1.50						
Install Copy Tube Units in Plant; each	20	0.176	3.52						
Electrical Wiring of 15mm Neon; ft.	158.4	0.030	4.75						
12000 V 30 mA Low PF Trans.; each	2					\$46.76	\$93.52	2.00	\$187.04
9000 V 30 mA Low PF Trans.; each	2					\$51.15	\$102.30	2.00	\$204.60
Neon Electrode Housing; each	40					\$1.70	\$68.00	2.00	\$136.00
Neon Cable Support; each	19					\$0.64	\$12.16	2.00	\$24.32
Neon Partition Insulator; each	4					\$0.90	\$3.60	2.00	\$7.20
Neon Tube Supports; each	80					\$0.08	\$6.64	2.00	\$13.28



DESCRIPTION	LABOR					MATERIALS			
	AMOUNT	FACTOR	HOURS	RATE	PRICE	UNIT COST	COST	MARKUP	PRICE
<b>Department 14 Installation</b>									
	Constant		2.00						
Column Mounted installation of neon cabinet, Double Face New Pipe; sq ft	75	0.046	3.45						
Round or square foundation for 10 " pipe; each	1	5.500	5.50						
6" to 10" staged pipe fabricating; each	3	0.950	2.85						
Install Neon Sign Column Mount; sq ft	75					\$0.10	\$7.50	2.00	\$15.00
6"x.280" Pipe, New; ft.	12					\$7.70	\$92.40	2.00	\$184.80
10"x.365" Pipe, New; ft.	21					\$16.75	\$351.75	2.00	\$703.50
6" to 10" Pipe Rings, 3/8"; each	3					\$23.00	\$69.00	2.00	\$138.00
Total concrete for column foundation; cu yards	1.5					\$75.00	\$112.50	1.30	\$146.25
				13.80	\$65.00	\$897.00	\$633.15	1.88	\$1,187.55

Total Shop Hours:	60.97	
Total Crew Hours:	13.80	
Total CAD/CAM Machine Hours:	0.00	
Total Raw Labor Cost:	\$1,397.59	
Total Labor Overhead:	\$1,633.46	
Total Raw Material Cost:	\$1,593.26	
Total Material Overhead:	\$1,514.51	
Selling Price:	\$6,138.82	
7.00% Sales Commissions:	\$462.06	
TOTAL PAR SELLING PRICE:	\$6,600.88	
Sales Discount:	<u>-\$264.04</u>	= 4.00000%
TOTAL SELLING PRICE:	\$6,336.85	
Sales Tax Amount:	\$0.00	
Total Due including tax:	\$6,336.85	



# Sales Agreement



The Best Sign Company  
100 Main Street  
Anywhere, CO, 80000  
800-555-5555  
www.thebestsign.com

DATE: 5/10/01

**PURCHASER:**

UNION PACIFIC  
400 MAPLE ST.  
SOMEWHERE, CO, 80000

Telephone: 303-111-1000

Contact:

FAX:

**JOB LOCATION:**

UNION PACIFIC  
2028 S.E. FRONTAGE  
FT. COLLINS, CO, 80525

Telephone: 970-482-5225

Design: UNION PACIFIC

**Description of all Sections of Job:**

SECTION 1: Manufacture one, S.F. Fabricated Letters Display on a Sheet Metal Deck Cabinet with cabinet skin from .040 I Finish Alum Sheet and Light Intermtal Steel Framework; 18 in. Block Pan channel Letters, 6" Edging Depth from .062 I Fin Alum Sheet/ 5052, On deck cabinet with .125" Acrylic Plastic Routed Faces 1" Edging WHITE Double Tube Mercury; Paint external metal surfaces with Polyurethane, 1 Color; DECK CABS. PTD. TO MATCH BLDG.; with Service Hitch(es); Wall Mounted; .

per power to and final hook-up by others.  
es taxes and permitting will be additional.  
umes adequate access and normal job site conditions.

Down Payment: \$2,000.00  
Terms of Payment: 50% DEPOSIT / BALANCE N/30 DAYS

**Additional Comments:**

Per Agreed Quote: \$3,864.25  
Sales Tax: \$137.52  
TOTAL AMOUNT OF CONTRACT: \$4,001.77

Contract Number: 100

**STATEMENT OF AGREEMENT:** The Best Sign Company. ("Seller") agrees to furnish products/services in accordance with the above specifications. Purchaser agrees to use and pay for all products/services ("Display "). The terms and conditions of this Sales Agreement are set forth herein. BEFORE SIGNING THIS AGREEMENT, PLEASE ALL OF THE TERMS AND CONDITIONS SET FORTH HEREIN, INCLUDING THE REVERSE SIDE, WHICH WILL BECOME BINDING UPON EXECUTION OF THIS AGREEMENT.

**PURCHASER:**

Individual/Partnership/Corporation/Limited Liability Company

Individually

Date

By:

Date

Individually

Date

Title:

**FOR:** The Best Sign Company  
(Sales Representative)



**MANUFACTURING ORDER**

MO-00002

03/20/2002

OFFICE COPY

Design No. REST1

Sign Company  
1468 Overland  
Fort Collins, CO 80524

Customer name: RESTAURANT Billing Address: 2028 S.E. FRONTAGE RD. City: FT. COLLINS

State: CO Zip Code: 80525 Phone: 970-482-5225 Fax:

**Description of work to be performed:**

Manufacture one, S.F. Extruded Aluminum Sign Frame Type II Frame, Type III Flat Retainer, Rectangular, 24 in. X 97.5 in., internal struts; Natural color of .150 White Polycarbonate face(s) used for Background color; Knife cut letters from Scotchcal Translucent Film; 3630-33 RED SCOTCHCAL ON WHITE BKRND.; Paint external metal surfaces with Polyurethane; CABINET PTD. SATIN WHITE; 800 Milliamp Fluorescent Lighting (w/ Lamps) with Service Switch(es); Wall Mounted;

Additional instructions:

Date of Completion:

Customer's Signature:

**FOR OFFICE USE ONLY:**

Terms: \_\_\_\_\_  
Estimator: RWB  
Document Ref. No.; Mat'l's: \_\_\_\_\_  
Salesperson: BOB B  
Engineering Approved: \_\_\_\_\_  
Field Survey Completed by: \_\_\_\_\_  
Type of Sale (G.L. Code): \_\_\_\_\_  
OK to Start: \_\_\_\_\_

Purchase Order No. \_\_\_\_\_  
Date Order Rcv'd: 03/20/2002  
Deposit Rcv'd Date: 03/20/2002  
Deposit Amount: \$ \_\_\_\_\_  
Requested Ship/Install Date: 03/20/2002  
Permit Received by: \_\_\_\_\_  
Date of Permit \_\_\_\_\_  
OK to Start: \_\_\_\_\_  
QA Manager: \_\_\_\_\_

**CHARGES;**

Labor: \_\_\_\_\_  
Materials: \_\_\_\_\_  
Installation: \_\_\_\_\_  
Consumed Supplies \_\_\_\_\_  
Sale Amnt / Subtotal: \$1,064.58  
Freight Charges: \$0.00  
Subcontract: \$0.00  
Permit Fees: \$0.00  
Tax: \$0.00  
TOTAL: \$1,064.58

**COSTS;**

Labor: \_\_\_\_\_  
Materials: \_\_\_\_\_  
Overhead: \_\_\_\_\_  
Indeterm. Mat'l's: \_\_\_\_\_  
Subtotal: \_\_\_\_\_  
Freight (Cost): \_\_\_\_\_  
Subcontract: \_\_\_\_\_  
Permit Fees: \_\_\_\_\_  
Tax: \_\_\_\_\_  
TOTAL: \_\_\_\_\_

Gross Sale Amnt:	<u>\$1,064.58</u>	Discount Amnt:	<u>\$0.00</u>	Discount Percent:	<u>0.000%</u>	Net Sale:	<u>\$1,064.58</u>
Total Charges:	<u>\$1,064.58</u>	Less Deposit:	<u>\$0.00</u>			Balance Due:	<u>\$1,064.58</u>
Invoice Number:	_____	Date Invoiced:	_____			Posted:	_____
Gross Profit:	_____	Mark-up:	_____			Gross Margin:	_____



# MANUFACTURING ORDER

MO-00002

03/20/20

OFFICE COPY

## SHIPPING INFORMATION

Shipping / Installation Instructions: Customer Pick-up / No Shipping Required

Contact person:

Company Name:

RESTAURANT

Phone No. 970-482-5225

Street Address:

2028 S.E. FRONTAGE RD.

Freight Charges:

City:

FT. COLLINS

State:

CO

Zip:

80525

(see instructions above)

Comments / Special Instructions:

Shop Prints Required:

Designer:

BOB BLANCO

Design No.:

REST1

Added to Data Base:

Credit Approved by:

Artwork Returned by:

## JOB SHOP ESTIMATE

CUSTOMER: UNION PACIFIC  
BILLING ADDRESS: 400 MAPLE ST. SOMEHWERE  
CO 80000

DATE: 5/10/2001  
DESIGNER: JIM NUTT  
SALESPERSON: DALE SMIGELSKY  
ESTIMATOR: RWB

REQUESTED DATE OF COMPLETION: 5/10/2001

WORK ORDER NUMBER: MO-00050

DESIGN NUMBER: UNION PACIFIC

### Description of Section 1

Manufacture one, S.F. Fabricated Letters Display on a Sheet Metal Deck Cabinet with cabinet skin from .040 Mill Finish Alum Sheet and Light Internal Steel Framework; 18 in. Block Pan channel Letters, 6" Edging Depth from .062 Mill Fin Alum Sheet/ 5052, On deck cabinet with .125" Acrylic Plastic Routed Faces 1" Edging WHITE Double Tube Mercury; Paint external metal surfaces with Polyurethane, 1 Color; DECK CABS. PTD. TO MATCH BLDG.; with Service Switch(es); Wall Mounted;

### Department 1 Patterns / CAD

#### LABOR

#### MATERIALS ESTIMATED

#### ACTUAL USED

Line 1 : " UNION PACIFIC " 12, 18 " Block  
CAD/CAM Channel Pan channel letters,  
95.04 ft.

Pattern Paper, 80.59 SQ FT

Line 1, Double Tube Mercury, 95.04 ft.

Neon Pattern Paper, 80.59 SQ FT

Line 1 : CAD/CAM Stock fonts, 12.00 each  
Line 1 : Distortion Effects - Simple, 12.00  
each

Line 1 : Nest, 12.00 each

#### Additional Materials

Total Estimated Hours:

2.01

Material Requisitioned by:

Actual Hours:

### Department 2 Sheet Metal

#### LABOR

#### MATERIALS ESTIMATED

#### ACTUAL USED

Straight Deck Cabinet, Light Internal  
Framework, 16.00 ft.

.040 Mill Finish Alum Sheet, 50.67 SQ FT

1.5 x 1.5 x 1/8 Steel Angle, 32.00 FT

#### Additional Materials

Total Estimated Hours:

6.96

Material Requisitioned by:

Actual Hours:



## JOB SHOP ESTIMATE

### Department 5 Fabricated Letters

LABOR	MATERIALS ESTIMATED	ACTUAL USED
Line 1 : " UNION PACIFIC " 12, 18 " Block, Pan channel letters, On deck cabinet, 95.04 ft.	6" Sheared .062 Alum. Edging, 95.04 FT	
CAD/CAM routed .080 Mill Fin Alum Sheet/ 5052 Block Channel letter backs on Machine 2, 95.04 ft.	.080 Mill Fin Alum Sheet/ 5052, 29.92 SQ FT Additional Materials	
Total Estimated Hours:	17.09	Material Requisitioned by:
Actual Hours:		

### Department 7 Finish

LABOR	MATERIALS ESTIMATED	ACTUAL USED
Line 1 : Finish on channel letters, 95.04 ft.	Polyurethane (Paste), 0.40 GAL	
Deck Cabinet, Polyurethane, 16.00 ft.	Catalyst for Polyurethane, 0.13 GAL	
DECK CABS. PTD. TO MATCH BLDG., 1.00 each	Reducer for Polyurethane, 0.06 GAL	
	Primer for Polyurethane, 0.29 GAL	
	Activator for Poly Primer, 0.29 GAL	
	Additional Materials	
Total Estimated Hours:	5.81	Material Requisitioned by:
Actual Hours:		

### Department 8 Illumination

LABOR	MATERIALS ESTIMATED	ACTUAL USED
" UNION PACIFIC ", 18 " WHITE Coated Glass, 15 mm, Double Tube Mercury, 95.04 ft.	15mm Coated Glass Neon Tubing, 95.04 FT	
Service Switch, 2.00 each	15mm Electrodes, 24.00 EA	
	Service Switch, 2.00 EA	
	Additional Materials	
Total Estimated Hours:	42.22	Material Requisitioned by:

## JOB SHOP ESTIMATE

### Department 10 Shop Wiring / Accessories

LABOR	MATERIALS ESTIMATED	ACTUAL USED
Install Copy Tube Units in Plant, 12.00 each	12000 V 60 mA Low PF Trans., 1.00 EA	_____
Electrical Wiring of 15mm Mercury, 95.04 ft.	9000 V 60 mA Low PF Trans., 1.00 EA	_____
	Neon Electrode Housing, 24.00 EA	_____
	Neon Cable Support, 11.00 EA	_____
	Neon Partition Insulator, 2.00 EA	_____
	Neon Tube Supports, 48.00 EA	_____
	Additional Materials	_____
		_____
		_____
Total Estimated Hours:	5.89	Material Requisitioned by: _____
Actual Hours:	_____	_____

### Department 11 Plastic

LABOR	MATERIALS ESTIMATED	ACTUAL USED
CAD/CAM routed .125" Acrylic Plastic Block Letters on Machine 2, 95.04 ft.	.125" Color Acrylic Single Sh, 29.92 SQ FT	_____
Line 1 : Mount 1" Edging, 95.04 ft.	1" Edging, 95.04 FT	_____
Line 1 : Mount Letters On channel letters, 95.04 ft.		_____
	Additional Materials	_____
		_____
		_____
Total Estimated Hours:	10.13	Material Requisitioned by: _____
Actual Hours:	_____	_____

### Department 14 Installation

LABOR	MATERIALS ESTIMATED	ACTUAL USED
Wall Mounted installation of deck cabinet and letters, Single Face, 24.00 sq ft	Met Let on Wall Mount Deck Cab, 24.00 SQ FT	_____
	Additional Materials	_____
		_____
		_____
Total Estimated Hours:	3.03	Material Requisitioned by: _____
Actual Hours:	_____	_____





## WORK IN PROGRESS REPORT

**CUSTOMER:** UNION PACIFIC  
**BILLING ADDRESS:** 400 MAPLE ST. SOMEWHERE  
 CO , 80000

**ESTIMATE DATE:** 5/10/2001  
**DATE OPENED:** 5/10/2001  
**SALESPERSON:** DALE SMIGELSKY

**REPORT DATE:** 5/10/2001  
**ESTIMATOR:** RWB  
**DESIGNER:** JIM NUTT

**WORK ORDER NUMBER:** MO-00050  
**DESIGN NUMBER:** UNION PACIFIC

### Description of: Section 1

Manufacture one, S.F. Fabricated Letters Display on a Sheet Metal Deck Cabinet with cabinet skin from .040 Mill Finish Alum Sheet and Light Internal Steel Framework; 18 in. Block Pan channel Letters, 6" Edging Depth from .062 Mill Fin Alum Sheet/ 5052, On deck cabinet with .125" Acrylic Plastic Routed Faces 1" Edging WHITE Double Tube Mercury; Paint external metal surfaces with Polyurethane, 1 Color; DECK CABS. PTD. TO MATCH BLDG.; with Service Switch(es); Wall Mounted;

#### Department 1 Patterns / CAD

Employee ID	Employee Name	Hours	Cost of Labor	Equivalent Journeyman Hours
H01 MILDRED	MILDRED SMITCH	2.25	\$27.00	1.8
Total Estimated Hours: 2.01		Actual Journeyman Hours: 1.80	Percent Difference: -10%	

Material	Estimated Amount	Estimated Cost	Actual Amount	Actual Cost	Percent Difference
Pattern Paper	80.59 SQ FT	\$3.22	70.00 SQ FT	\$2.80	-13%
Neon Pattern Paper	80.59 SQ FT	\$32.24	82.00 SQ FT	\$32.80	2%
Total Estimated Cost: \$35.46		Total Actual Cost: \$35.60	Percent Difference: 0%		

#### Department 2 Sheet Metal

Employee ID	Employee Name	Hours	Cost of Labor	Equivalent Journeyman Hours
E01 PAUL	PAUL MCCARTNEY	8	\$80.00	5.33
Total Estimated Hours: 6.96		Actual Journeyman Hours: 5.33	Percent Difference: -23%	

Material	Estimated Amount	Estimated Cost	Actual Amount	Actual Cost	Percent Difference
.040 Mill Finish Alum Sheet	50.67 SQ FT	\$36.99	40.00 SQ FT	\$26.80	-28%
1.5 x 1.5 x 1/8 Steel Angle	32.00 FT	\$10.56	33.00 FT	\$9.57	-9%
Total Estimated Cost: \$47.55		Total Actual Cost: \$36.37	Percent Difference: -24%		

#### Department 5 Fabricated Letters

Employee ID	Employee Name	Hours	Cost of Labor	Equivalent Journeyman Hours
G01 DAVE	DAVE MATHEWS	18	\$207.00	13.8
Total Estimated Hours: 17.09		Actual Journeyman Hours: 13.80	Percent Difference: -19%	

Material	Estimated Amount	Estimated Cost	Actual Amount	Actual Cost	Percent Difference
6" Sheared .062 Alum. Edging	95.04 FT	\$71.28	100.00 FT	\$75.00	5%



**Department 7 Finish**

Employee ID	Employee Name	Hours	Cost of Labor	Equivalent Journeyman Hours
I0 BUDDY	BUDDY BELL	5.5	\$52.25	3.48

Total Estimated Hours: 5.81

Actual Journeyman Hours: 3.48

Percent Difference: -40%

Material	Estimated Amount	Estimated Cost	Actual Amount	Actual Cost	Percent Difference
Polyurethane (Paste)	0.40 GAL	\$35.09	0.33 GAL	\$18.15	-48%
Catalyst for Polyurethane	0.13 GAL	\$11.15	0.13 GAL	\$10.60	-5%
Reducer for Polyurethane	0.06 GAL	\$1.34	0.05 GAL	\$1.06	-21%
Primer for Polyurethane	0.29 GAL	\$9.60	0.25 GAL	\$7.75	-19%
Activator for Poly Primer	0.29 GAL	\$6.92	0.25 GAL	\$5.80	-16%

Total Estimated Cost: \$64.10

Total Actual Cost: \$43.36

Percent Difference: -32%

**Department 8 Illumination**

Employee ID	Employee Name	Hours	Cost of Labor	Equivalent Journeyman Hours
F01 TINA	TINA TURNER	15	\$120.00	8

Total Estimated Hours: 12.33

Actual Journeyman Hours: 8.00

Percent Difference: -35%

Material	Estimated Amount	Estimated Cost	Actual Amount	Actual Cost	Percent Difference
15mm Coated Glass Neon Tubing	95.04 FT	\$43.72	95.00 FT	\$43.70	0%
15mm Electrodes	24.00 EA	\$18.24	24.00 EA	\$18.24	0%
Service Switch	2.00 EA	\$9.00	2.00 EA	\$9.00	0%

Total Estimated Cost: \$70.96

Total Actual Cost: \$70.94

Percent Difference: 0%

**Department 10 Shop Wiring / Accessories**

Employee ID	Employee Name	Hours	Cost of Labor	Equivalent Journeyman Hours
J0A JOHN	JOHN HAMILTON	5.5	\$82.50	5.5

Total Estimated Hours: 5.89

Actual Journeyman Hours: 5.50

Percent Difference: -7%

Material	Estimated Amount	Estimated Cost	Actual Amount	Actual Cost	Percent Difference
12000 V 60 mA Low PF Trans.	1.00 EA	\$92.55	1.00 EA	\$77.33	-16%
9000 V 60 mA Low PF Trans.	1.00 EA	\$80.05	1.00 EA	\$66.87	-16%
Neon Electrode Housing	24.00 EA	\$40.80	24.00 EA	\$40.80	0%
Neon Cable Support	11.00 EA	\$7.04	6.00 EA	\$3.84	-45%
Neon Partition Insulator	2.00 EA	\$1.80	2.00 EA	\$1.80	0%
Neon Tube Supports	48.00 EA	\$3.84	50.00 EA	\$4.00	4%

Total Estimated Cost: \$226.08

Total Actual Cost: \$194.64

Percent Difference: -14%

**Department 11 Plastic**

Employee ID	Employee Name	Hours	Cost of Labor	Equivalent Journeyman Hours
D01JAMES	JAMES WEST	12	\$132.00	8.8

Total Estimated Hours: 10.13      Actual Journeyman Hours: 8.80      Percent Difference: -13%

Material	Estimated Amount	Estimated Cost	Actual Amount	Actual Cost	Percent Difference
.125" Color Acrylic Single Sh	29.92 SQ FT	\$64.33	26.00 SQ FT	\$55.90	-13%
1" Edging	95.04 FT	\$38.02	90.00 FT	\$36.00	-5%

Total Estimated Cost: \$102.34      Total Actual Cost: \$91.90      Percent Difference: -10%

**Department 13 CAD / CAM Machine Time**

Total Estimated Hours: 1.68      Actual Journeyman Hours: 0.00      Percent Difference: -100%

**Department 14 Installation**

Employee ID	Employee Name	Hours	Cost of Labor	Equivalent Journeyman Hours
A01-ALAN	Alan Adams	1.75	\$26.25	0.75
C01-JIMK	James Kirk	1.75	\$26.25	0.75

Total Estimated Hours: 3.03      Actual Journeyman Hours: 1.50      Percent Difference: -51%

Material	Estimated Amount	Estimated Cost	Actual Amount	Actual Cost	Percent Difference
Met Let on Wall Mount Deck Cab	24.00 SQ FT	\$2.88	0.00 SQ FT	\$0.00	-100%

Total Estimated Cost: \$2.88      Total Actual Cost: \$0.00      Percent Difference: -100%

**TOTALS FOR ALL SECTIONS**

	Estimated Labor	Actual Labor	Percent Difference	Estimated Material	Actual Material	Percent Difference
Section 1	\$1,051.38	\$753.25	-28%	\$665.53	\$587.01	-12%
TOTALS:	\$1,051.38	\$753.25	-28%	\$665.53	\$587.01	-12%



ORDERED BY Work Order Number  
DEPARTMENTAL LABOR

	Patterns / CAD	Sheet Metal	Extrusions	Fabricated Letters	Awnings	Finish	Illumination	Shop Wiring / Accessories	Plastic	Woodwork	CAD / CAM	Machine Time	Installation	Miscellaneous
	1	2	3	5	6	7	8	10	11	12	13	14	16	
JO-00030	Customer: RESTAURANT													
Estimated Journeyman Hours:	1	2	3	5	6	7	8	10	11	12	13	14	16	
Actual Journeyman Hours of Cost:	0.51		4.36	0.93		1.63	1.02		1.48		0.24	2.02		
Journeyman Hours Remaining:	0		1	0.75		0	0		2		0	0		
JO-00031	0.51		3.36	0.18		1.63	1.02		-0.52		0.24	2.02		
	Customer: UNION PACIFIC RAILROAD													
Estimated Journeyman Hours:	1	2	3	5	6	7	8	10	11	12	13	14	16	
Actual Journeyman Hours of Cost:	0.99	65.39		9.94		8.61	6.05		9.05		2.95	27.32		
Journeyman Hours Remaining:	0	0	0	0	0	0	0	0	0	0	0	0	0	
JO-00032	0.99	65.39		9.94		8.61	6.05		9.05		2.95	27.32		
	Customer: UNION PACIFIC RAILROAD													
Estimated Journeyman Hours:	1	2	3	5	6	7	8	10	11	12	13	14	16	
Actual Journeyman Hours of Cost:	0.65		7.81	-0.25		6.05	2.04		7.6		2.95	10.97		
Journeyman Hours Remaining:	0		0	0	0	0	0	0	0	0	0	0	0	
MO-00040	0.65		7.81	-0.25		6.05	2.04		7.6		2.95	10.97		
	Customer: MOTEL													
Estimated Journeyman Hours:	1	2	3	5	6	7	8	10	11	12	13	14	16	
Actual Journeyman Hours of Cost:	1.6	24.88				10.32	14.23	9.77				13.8		
Journeyman Hours Remaining:	0	0	0	0	0	0	0	0	0	0	0	0	0	
MO-00041	1.6	24.88				10.32	14.23	9.77				13.8		
	Customer: UNION PACIFIC RAILROAD													
Estimated Journeyman Hours:	1	2	3	5	6	7	8	10	11	12	13	14	16	
Actual Journeyman Hours of Cost:	0.65	23.74		3.21		5.39	2.81		4.95		0.65	13.61		
Journeyman Hours Remaining:	0	13	0	0	0	4	0	0	0	0	0	0	0	
MO-00042	0.65	10.74		3.21		1.39	2.81		4.95		0.65	13.61		
	Customer: TETSCO													
Estimated Journeyman Hours:	1	2	3	5	6	7	8	10	11	12	13	14	16	
Actual Journeyman Hours of Cost:	0.99	24.6		1.88		3.62	1.6		1.06		0.26	3.52		
Journeyman Hours Remaining:	0	0	0	1.5	0	0	0	0	1	0	0	0	0	
MO-00044	0.99	24.6		0.38		3.62	1.6		0.06		0.26	3.52		
	Customer: UNION PACIFIC RAILROAD													
Estimated Journeyman Hours:	1	2	3	5	6	7	8	10	11	12	13	14	16	
Actual Journeyman Hours of Cost:	0.71		7.83	-0.25		6.05	2.04		8.74		4.09	7.99		
Journeyman Hours Remaining:	0	0	0	0	0	0	0	0	0	0	0	0	0	
MO-00044	0.71		7.83	-0.25		6.05	2.04		8.74		4.09	7.99		





Jan-2001 through Jun-2001

Department	Materials Estimated	Materials Actual	Percentage Difference, %	Labor Estimated	Labor Actual	Percentage Difference, %
Patterns / CAD	\$339.47	\$266.66	-21.45	\$29,457.49	\$31,399.07	6.59
Sheet Metal	\$15,411.01	\$15,304.65	-0.69	\$24,868.76	\$25,213.96	1.39
Extrusions	\$229,244.36	\$223,896.25	-2.33	\$105,537.58	\$101,306.44	-4.01
Fabricated Letters	\$81,147.87	\$71,154.64	-12.31	\$42,796.07	\$43,372.20	1.35
Awnings	\$1,649.53	\$1,693.58	2.67	\$1,509.64	\$1,364.66	-9.60
Finish	\$29,932.96	\$25,556.65	-14.62	\$26,173.46	\$26,434.54	1.00
Illumination	\$58,787.61	\$59,170.89	0.65	\$12,235.14	\$11,237.07	-8.16
Wiring / Accessories	\$12,662.81	\$14,064.40	11.07	\$4,747.71	\$5,169.84	8.89
Plastic	\$81,800.70	\$80,400.12	-1.71	\$21,102.25	\$20,265.91	-3.96
Woodwork	\$20,289.70	\$20,710.96	2.08	\$22,729.61	\$21,854.90	-3.85
AD / CAM Machine Time	\$0.00	\$0.00	0.00	\$10,514.88	\$0.00	-100.00
Installation	\$103,563.94	\$104,842.50	1.23	\$138,497.76	\$133,285.26	-3.76
Maintenance	\$0.00	\$0.00	0.00	\$0.00	\$0.00	0.00
cellaneous /Buy Out Items	\$523.59	\$496.76	-5.12	\$0.00	\$0.00	0.00
TOTALS:	\$635,353.55	\$617,558.06	-2.80	\$440,170.35	\$420,903.85	-4.38

# SALESPERSON REPORT

Salesperson Name	Jan-2001	through	Jun-2001	Amount Won
	Estimates Bid	Estimates Won	% Estimates Won	
Bob B.	22	14	63.64%	\$151,311.11
Tom S.	14	10	71.43%	\$192,753.23
Kent H.	8	6	75.00%	\$227,863.72
Bert G.	47	34	72.34%	\$310,000.98
Dale S.	15	5	33.33%	\$46,722.39



## BRIEF ESTIMATE

CUSTOMER: MOTEL  
BILLING ADDRESS: 2028 S.E. FRONTAGE RD.  
FT. COLLINS, CO 80525

DATE: 2/15/01  
DESIGNER: BOB BLANCO  
SALESPERSON: BOB B  
ESTIMATOR: RWB  
DESIGN NUMBER: MOTEL1

### Description of Section 1

Manufacture one, D.F. Sheet Metal Sheet and Frame Construction/Neon Cabinet with cabinet skin from .062 Mill Fin Alum Sheet/ 5052 and Heavy Internal Steel Framework, Rectangle, 60 in. X 180 in. with Holes & Hardware for 1 Pipes, 18 in. Wide Filler; 2 color Flush Paint Copy w/ Reverse Background; Skeleton Neon Copy; Paint external metal surfaces with Polyurethane; CABINET PTD. SATIN WHITE; with Service Switch(es); Column Mounted; 10 in. diameter pipe, 21 ft. long; 6 in. diameter pipe, 12 ft. long; Round or square foundation, 6" to 10" Pipe Rings

LABOR HOURS	RATE	SELLING PRICE	MATERIAL SELLING PRICE
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#### Department 1 Patterns / CAD

1.77	\$35.00	\$61.84	\$66.40
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#### Department 2 Sheet Metal

24.88	\$35.00	\$870.80	\$700.18
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#### Department 7 Finish

10.32	\$35.00	\$361.37	\$438.94
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#### Department 8 Illumination

14.23	\$35.00	\$498.02	\$142.26
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#### Department 10 Shop Wiring / Accessories

9.77	\$35.00	\$342.02	\$572.44
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#### Department 14 Installation

13.80	\$65.00	\$897.00	\$1,187.55
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Total Shop Hours: 60.97  
Total Crew Hours: 13.80  
Total CAD/CAM Machine Hours: 0.00

Total Raw Labor Cost: \$1,397.59  
Total Labor Overhead: \$1,633.46

Total Raw Material Cost: \$1,593.26  
Total Material Overhead: \$1,514.51

Selling Price: \$6,138.82

7.00% Sales Commissions: \$462.06

TOTAL PAR SELLING PRICE: \$6,600.88

Sales Discount: -\$264.04 = 4.00000%

TOTAL SELLING PRICE: \$6,336.85

Sales Tax Amount: \$0.00

# Closed Manufactured Order Customers Cards

Customer: UNION PACIFIC RAILROAD

System closed date: 6/23/03

DESCRIPTION OF SECTION 1: Manufacture one, S.F. Fabricated Letters Display; 18 in. Block Pan channel Letters, 6" Edging Depth from .062 Mill Fin Alum Sheet/ 5052, Flush wall mount with .125" Acrylic Plastic Routed Faces 1" Edging WHITE Double Tube Mercury; Paint external metal surfaces with Polyurethane, ; , No switch; Wall Mounted; , Remote wiring, Holes through wall

Notes:

Installation/Delivery Address		Billing Address	
Address:	Atwells Ave. (Eagle Square)	Address:	2028 S.E. FRONTAGE RD.
City:	Providence	City:	FT. COLLINS
State:	RI	State:	CO
Code:	02901	ZIP Code:	80525
Phone:	(230) 977-6734	Phone:	(970) 482-5225 Ext.0000
		Fax:	(000) 000-0000 Ext.0000

Material	Departaments	Section	Estimate		Actual	
			Amount	Cost	Amount	Cost
heared .062 Alum. Edging	Fabricated Letters	1	95.04	71.28	98.00	73.50
1 Mill Fin Alum Sheet/ 5052	Fabricated Letters	1	29.92	44.88	32.00	44.80
erator for Poly Primer	Finish	1	0.21	5.01	0.21	4.87
urethane (Paste)	Finish	1	0.28	24.56	0.28	15.40
lyst for Polyurethane	Finish	1	0.09	7.72	0.09	7.34
ucer for Polyurethane	Finish	1	0.04	0.89	0.04	0.85
ier for Polyurethane	Finish	1	0.21	6.96	0.21	6.51
m Electrodes	Illumination	1	24.00	18.24	24.00	18.24
m Coated Glass Neon Tubing	Illumination	1	95.04	43.72	100.00	46.00
1 V 60 mA Low PF Trans.	Installation	1	1.00	80.05	1.00	66.87
sformer Boxes	Installation	1	2.00	15.50	2.00	15.50
itite Flexible Conduit	Installation	1	45.00	15.75	45.00	15.75
le Pole Time Switch	Installation	1	1.00	24.60	1.00	24.60
10 V 60 mA Low PF Trans.	Installation	1	1.00	92.55	1.00	77.33
ern Paper	Patterns / CAD	1	29.92	1.20	30.00	1.20
1 Pattern Paper	Patterns / CAD	1	29.92	11.97	30.00	12.00
' Color Acrylic Single Sh	Plastic	1	29.92	64.33	30.00	64.50
dgging	Plastic	1	95.04	38.02	100.00	40.00
1 Cable Support	Shop Wiring / Accessor	1	11.00	7.04	12.00	7.68
1 Tube Supports	Shop Wiring / Accessor	1	48.00	3.84	50.00	4.00

Customer Card Total: 578.10

546.94





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## ***Estimate:***

*Sheet metal / angle iron  
Channel letters  
Extruded cabinets  
Routed faces  
Patterns / CAD Design  
Illumination  
Knife-cut film decoration  
Installation  
Painted faces  
Wood signs  
Flexible faces  
CAD/CAM routing  
Neon  
Crating and shipping  
Formed faces  
Electrical accessories*

## ***Engineer:***

*Foundation dimensions  
Concrete quantities  
Anchor bolts & base plates  
Section Modulus / pipe requirements*

## ***Manage:***

*Work in progress  
Material cost and markup  
Sales Analysis  
Job Costing  
Production labor  
Proposal Writing  
Maintenance contracts  
Invoicing  
Statistical analysis  
Job Tracking finished jobs*

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