

ESTIMATING WORKSHEET - INTERLEAF

INITIAL PROCESSING				FIRST REVISION				SECOND REVISION			
TASK	HRS/PAGE	QTY	HRS	TASK	HRS/PAGE	QTY	HRS	TASK	HRS/PAGE	QTY	HRS
WRITING/EDITING				WRITING/EDITING				WRITING/EDITING			
Research/Write Rough Draft	8.0	_____	_____	Rewrite/Technical Edit	2.5	_____	_____	Rewrite/Technical Edit	2.5	_____	_____
Research/Rewrite Draft	4.0	_____	_____	Grammatical/Style Edit	0.5	_____	_____	Grammatical/Style Edit	0.5	_____	_____
Rewrite/Technical Edit	2.5	_____	_____	TEXT PROCESSING				TEXT PROCESSING			
Grammatical/Style Edit	0.5	_____	_____	Update Text (1-column)	0.15	_____	_____	Update Text (1-column)	0.15	_____	_____
TEXT PROCESSING				Update Text (2-column)	0.25	_____	_____	Update Text (2-column)	0.25	_____	_____
Scan Typed Input	0.05	_____	_____	Proof	0.1	_____	_____	Proof	0.1	_____	_____
Input Text on PC	0.3	_____	_____	Correct Text (1-column)	0.1	_____	_____	Correct Text (1-column)	0.1	_____	_____
Data Transfer	0.005	_____	_____	Correct Text (2-column)	0.15	_____	_____	Correct Text (2-column)	0.15	_____	_____
Reformat Text (1-column)	0.15	_____	_____	ARTWORK				ARTWORK			
Reformat Text (2-column)	0.25	_____	_____	Update Tables	0.25	_____	_____	Update Tables	0.25	_____	_____
Proof	0.25	_____	_____	Update Illustrations	0.25	_____	_____	Update Illustrations	0.25	_____	_____
Correct Text (1-column)	0.1	_____	_____	Proof	0.1	_____	_____	Proof	0.1	_____	_____
Correct Text (2-column)	0.15	_____	_____	Correct Tables	0.1	_____	_____	Correct Tables	0.1	_____	_____
ARTWORK				Correct Illustrations	0.1	_____	_____	Correct Illustrations	0.1	_____	_____
Input Tables	0.75	_____	_____	COORDINATION				COORDINATION			
Illustrate	0.75	_____	_____	Production Coordination	0.01	_____	_____	Initialize History File	0.5/Doc	_____	_____
Proof	0.25	_____	_____	Reproduction Coordination	0.01	_____	_____	Production Coordination	0.01	_____	_____
Correct Tables	0.25	_____	_____	ODC				ODC			
Correct Illustrations	0.25	_____	_____	Typesetting	\$1.10/Page	_____	_____	Typesetting	\$1.10/Page	_____	_____
Scan Photos/Freehand Art	1.0	_____	_____	COORDINATION				COORDINATION			
COORDINATION				Initialize New Format	8.0/Format	_____	_____	Initialize History File	0.5/Doc	_____	_____
Initialize New Format	8.0/Format	_____	_____	Modify Existing Format	4.0/Format	_____	_____	Production Coordination	0.01	_____	_____
Modify Existing Format	4.0/Format	_____	_____	Initialize Files	1.0/Doc	_____	_____	Reproduction Coordination	0.01	_____	_____
Initialize Files	1.0/Doc	_____	_____	OTHER DIRECT CHARGES (ODC)				OTHER DIRECT CHARGES (ODC)			
Production Coordination	0.01	_____	_____	Typesetting	\$1.10/Page	_____	_____				
Reproduction Coordination	0.01	_____	_____								
OTHER DIRECT CHARGES (ODC)											
Typesetting	\$1.10/Page	_____	_____								
SUBTOTAL				SUBTOTAL				SUBTOTAL			
	Hours	_____	_____		Hours	_____	_____		Hours	_____	_____
	ODC	\$ _____	_____		ODC	\$ _____	_____		ODC	\$ _____	_____
								TOTAL			
									Hours	_____	_____
									ODC	\$ _____	_____

INSTRUCTIONS FOR USING ESTIMATING WORKSHEET

1. Identify required tasks and enter quantity of pages for each applicable task.
 - a. Quantity for corrections to text and tables should be estimated at 30 percent of total pages of these types processed during the cycle (Initial Processing, First Revision, or Second Revision).
 - b. Quantity for corrections to illustrations should be estimated at 50 percent of total illustration pages processed during the cycle.
 - c. First revision estimates should reflect percent of changed pages resulting from author and other internal reviews. Percent of change varies by document type, and frequently by individual document. The following percentages can be used as guidelines for the specified document types:

Proposals	75% Change
Presentations	30% Change
Planning Documents	10% Change
Requirements Documents	30% Change
Design Documents	50% Change
Test Documents	50% Change
User Documents	30% Change

- d. Second revision estimates should reflect percent of changed pages resulting from external customer comments. Percent of change varies by document type, and frequently by individual document. The following percentages can be used as guidelines for the specified document types:

Planning Documents	5% Change
Requirements Documents	15% Change
Design Documents	25% Change
Test Documents	25% Change
User Documents	15% Change

2. Multiply the quantity times the respective rate for the task, and enter the amount in the Hours column for each task.
3. Subtotal hours for each cycle.
4. Multiply the quantity times the typesetting rate, and enter the amount in the ODC blank in the Subtotal section.
5. Total cycle subtotals.