

## Information you will need to complete Indicators for Success:

- Number of production employees
- Number of administrative or management employees (not including sales or customer service)
- Total annual wages (not including benefits) for management and administrative employees (not including sales or customer service)
- The number of full time, dedicated customer service employees
- Total annual wages for dedicated customer service employees
- Benefits, workman's compensation, etc. as a %
- Facility cost per square foot of your facility charged or valued by your organization
- Square footage of operation not specifically used for equipment or bindery and may include such areas as office, pre-press, warehouse, etc.
- Total additional non-administrative or non-sales labor costs that are NOT associated with bindery or equipment operation, such as IT support, delivery driver, etc.

### For digital equipment:

- Number of devices per category (B&W, color, wide format, etc)
- Total number of impressions or square feet per device category
- Total annual lease or depreciation for the devices per category
- Total annual maintenance, including click charges per year for all devices per category
- Number of employees operating devices, per category
- Percentage of times that employees operate the devices, per category
- Labor cost for a typical employee who operates the devices, per category
- Total square footage allocated or used per category

### For offset equipment:

- Number of presses, per category (1 color, 2 color, etc.)
- Total annual lease or depreciation for the presses, per category
- Total annual maintenance, per year for all presses, per category
- Number of employees operating presses, per category
- Percentage of times that employees operate the presses, per category
- Labor cost for a typical employee who operates the presses, per category
- Total square footage allocated or used per category