

# Cost rate review service

The Cost Rate Review service from BPIF Business is offered to help members gain greater understanding of their costs and to support better management of their businesses.

By having up-to-date and accurate cost rates in your Management Information System you will be able to price jobs for profit and understand how to manage your costs and workflow better.

Getting these fundamentals right is the cornerstone of creating a sustainable, growing and profitable printing business.

## Key benefits

**Our Cost Rate Review service can help your organisation:**

- Accurately estimate and cost jobs
- Price for profit
- improve the accuracy and reliability of your Management Information System (MIS)
- Undertake detailed budgeting and forecasting
- Produce Key Performance Indicators (KPIs) such as chargeable hours, machine utilisation, sales and value-added targets for staff
- Achieve competitive advantage
- Institute "best practice"



## What is involved?

**A specialist BPIF cost rate expert can:**

- Calculate your organisation's cost centre rates
- Construct a spreadsheet model for cost rates which can be fed into your MIS and used for budgeting purposes and which you can easily update yourself as your business needs change
- Benchmark your cost rates, financial procedures and performance against industry best practice

Each programme is designed specifically to meet your company's needs and can include the full range of systems and people support and advice across all Standards areas.

## How long does it take?

The time taken depends on the size and nature of your organisation and is typically between 4 and 6 days. Periodic reviews are also available.

## How to find out more

To arrange to speak to or meet with one of our experts please e-mail [gil.reid-robbins@bpif.org.uk](mailto:gil.reid-robbins@bpif.org.uk) or call on 020 7915 8345.

# Can we help you further?

The BPIF and ViP offer a wide range of customised support services, programmes and courses for printers, designed and delivered by print industry specialists. If you would like to know more about any of these, please tick those you are interested in and fax this to Gil Reid-Robbins, Head of BPIF Business on 020 7405 7784, or call her on 020 7915 8345 or email [gil.reid-robbins@bpif.org.uk](mailto:gil.reid-robbins@bpif.org.uk).

## SUPPORT FROM BPIF BUSINESS

### Health, safety and environment

- Health & Safety Healthcheck
- Health & Safety Management Schemes
- Standards Gap Analyses & Improvement Programmes for
  - ISO 14001 (Environment)
  - OHSAS 18001 (Health & Safety)
  - FSC Chain of Custody
- Environmental Healthcheck
- Integrated Management Systems Support
- Noise Surveys
- Occupational Health Management Schemes
- Interim Health & Safety Managers
- Business Continuity Planning

### Technical

- Technology Healthcheck
- Design and Print Unit Reviews for In-plants
- Workflow and Pre-press Reviews
- Digital Business Development
- Press and Post-press Investment Support
- Management Information Systems Support
- ISO 12647: Colour Management Support
- ISO 7799: Security Support
- Dispute Resolution and Expert Witnesses

### Business development

- Standards Gap Analyses & Improvement Programmes for:
  - ISO 9001 (Quality)
  - PAS 75 (Customer Service)
- Cost Rates Reviews
- Financial Management
- Business Planning
- Sales Development
- Market Research and Development
- Marketing Planning and Implementation
- Interim Management and Mentoring
- Factory Layout and Planning
- Purchasing and Supply Chain Management
- Website Development and Internet Marketing

## BUYING AND SELLING FROM BPIF MCINNES CORPORATE

- Acquisitions and Mergers
- Grooming for Sale
- Business Valuations

## LEGAL SERVICES FROM BPIF LEGAL

- Mediation

## SHORT COURSES FROM BPIF BUSINESS

*Courses can be open or delivered in-house:*

*For a complete list of all the courses we offer visit:*

[www.britishprint.com/shortcourses](http://www.britishprint.com/shortcourses)

### Health, safety and environment

- Health & Safety for Managers and Supervisors
- Environmental Briefing for Managers
- Manual Handling Training
- IOSH Managing Safely
- CoSHH Assessment
- Risk Assessment Training, inc Fire
- Occupational Health Awareness

### Technical

- Introduction to Print Processes
- Introduction to Print Technology (3 Days)
- Print Production Planning
- Introduction to Print Estimating

### Business development

- Getting the Sale
- Advanced Sales Management Skills
- Digital Sales Solutions
- Sales and Marketing
- Customer Service
- The Supervisor Role

## HR SUPPORT FROM BPIF

- HR Healthchecks
- HR Policy and Documentation
- HR Management Schemes
- Organisational Restructuring
- Absence Management Workshops

## WORK-BASED TRAINING FROM BPIF TRAINING

- NVQs
- Apprenticeships
- Professional Certificate in Print Management
- Technical Certificate

## PROCESS IMPROVEMENT FROM VIP

- Premier Snapshot (diagnostic)
- Modular Improvement Programme (10-25 staff)
- Kickstart (26-50 staff)
- Masterclass (50+ staff)
- Office and Pre-press Change Cycle
- Team Leader Training with BPIF Training
- Materials Waste Reduction

Your name \_\_\_\_\_

Job title \_\_\_\_\_

Company name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_