

Gold Plan Example

Although every Team's experience may be different, they will all follow this general outline, and we wanted to give you some idea of how the Gold Plan process works.

- 11:30 pm:** Team 497 prints a black and white copy of their PDFs on the library's printers and proofreads it. They discover a number of missing page numbers and imported Excel documents that didn't import correctly, and correct their files accordingly. (*optional step—no involvement with Mr. Copy, just a good idea*)
- 11:45 pm:** Team 497 uploads their five PDFs (Team 497 MAIN CASE.pdf, Team 497 Finance.pdf, Team 497 Strategy.pdf, Team 497 Operations.pdf, Team 497 Marketing.pdf) to Mr. Copy's FTP server. After the last file finishes uploading, they send an email with the subject line "TEAM 497 FTP COMPLETE" to icoregold@copysales.com.
- 11:47 pm:** Team 497 receives a reply to their FTP email telling them their proofs will be ready for pickup at 12:05 am.
- 12:10 am:** **One member** of Team 497 arrives at Mr. Copy, picks up the boxed page proofs, and returns to the library. He is in the store for less than a minute. In the box are instructions for how to handle the documents, what to watch for when proofing, and the total estimated payment that will be due when he returns the pages for binding.
- 12:25 am:** Team 497 finds an error in both their finance and main case prints. After correcting their source PDFs and making new files, they upload their files to the same FTP server (TEAM 497 MAIN CASE CORRECTION.pdf, TEAM 497 FINANCE CORRECTION.pdf) and send another "FTP COMPLETE" email. In their email, they note that only page 47 of the main case and page 17 of the finance section need to be reprinted, although they have sent completely new files just in case.
- 12:29 am:** Team 497 receives an email from Mr. Copy telling them their corrected pages are ready to be picked up.
- 12:34 am:** One team member of Team 497 arrives at Mr. Copy to pick up the corrected pages and returns to the group with the reprints.
- 12:45 am:** After inserting their corrected pages back into their proof pages, one member of Team 497 returns the boxed pages to Mr. Copy for binding. He also brings a credit card or enough cash to cover the entire bill with him. Because it's after midnight, his books will not be bound until the morning. He is in the store for perhaps two minutes.
- 9:00 am:** One member of Team 497 arrives at Mr. Copy and picks up the bound books to be turned in. He is in the store for less than a minute.