



OBCAI and ABSSI* are proud to present the fourth edition of the INDUSTRY PRODUCTION STANDARDS

Increase your Service Revenues!

IPS is the industry's methodology for computing time for document production and non-keyboard administrative services. When applied using your hourly rates, IPS becomes the business center's most valuable resource in estimating and calculating time and charges for a full range of services.

IPS Guide

- IPS concepts are more clear and simpler than ever with all-new, step-by-step chapters on ***IPS Basics and How to use Industry Production Standards***.
- Source Material Classification training and implementation made easy by the ***Scale of 1 to 5***. Five classifications replace the previous 4, enabling you to make quicker degree-of-difficulty decisions.
- PLUC Charts are improved, and incorporate handy classification descriptors for quick reference when giving estimates.
- Consensus is gained for Standard Recommended Rate Categories and how to calculate actual time (beyond the initial production process).
- Much-requested ***Marketing IPS to Clients*** section with sample articles and illustrations!
- New chapters added on Desktop Publishing, Proofreading and Editing, Scanning, Color Printing, Web Site Design and Development and Videoconferencing.

IPS Appendix on disk

- Contains all forms from the IPS Guide appendix thus saving re-entry time.

**OFFICE BUSINESS CENTER ASSOCIATION INTERNATIONAL AND THE ASSOCIATION OF
BUSINESS SUPPORT SERVICES INTERNATIONAL, INC.*

**OFFICE BUSINESS CENTER
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IPS Guide

Members \$79.95 each \$ _____

IPS Appendix on disk

Members \$79.95 each \$ _____

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Non-Members \$149.95 each \$ _____

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* _____ Fee enclosed (Purchase orders are not accepted). Make checks or money order payable to OBCAI in U.S. Funds and drawn on a U.S. Bank.

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