**Product Cost Breakdown / Technical Specification Worksheet**

Information

The PCB/TS worksheet was created for cost analysis and inspection purposes. Bluestem will use data given in the worksheet to analyze different costs per piece associated with your product and will also be supplied to our 3rd party vendor (minus costs) for inspection purposes.

Completion Instructions

1. Fill in all blue sections in the top portion of the worksheet.
	1. Product description should match the one that is entered into the Bluestem portal
	2. Enter the name of the vendor that works directly with Bluestem
	3. Style # is the style, model or product number that bluestem will use to order the product
	4. Date when the worksheet was completed and submitted to Bluestem
	5. Materials – enter all the different types of material and weights that are going to be in the set. Make sure that you enter all materials used; top, reverse, trim, linings, etc. Complete all information asked for that is relevant to the fabric.
2. To complete the rest of the form you will need to select the sizes and accessories offered in the set by checking the corresponding box next to each size or piece offered. Each box checked will open an area for information to be entered below.
	1. In each section opened you will need to complete all blue shaded areas in that section.
		1. ***Please note that only one offer can be on entered into one PCB/TS worksheet at a time. If other products offered have similar or same materials you will need to cut and past them into a new form and complete a separate worksheet.***
3. The cost and number of pieces will need to be entered into each individual corresponding area in the darker blue shaded cells.
4. After the product information is entered you will enter the cost added to each set to test to Bluestem protocols.
5. When all information is entered correctly in the above areas the total cost of each complete set will be calculated in the correct area by size. This cost should be the same as what was originally quoted on the bid sheet for the set.
6. At the bottom of the page after the final cost you will find an extra area for spec information. If there is any specifications on the accessories different from the same spec questions asked of the main component entered above, enter it here and identify what it is being listed for.
	1. There is also a section asking for other specs, enter anything you think may be relevant that hasn’t been asked for.
7. Finally in the last open area supply color images of all components, so that all patterns and colors are identifiable.