

FIXED-FEE MEASUREMENT · PREPARED UNDER NDA

Baseline Study

Field-ticket processing & certification compliance

CLIENT Prairie Steel Fab Ltd. — Regina, SK (FICTIONAL · 120 staff)

PREPARED October 2026 (sample date) · Chad Benoit, Roteworks

PROTOCOL 10 calendar days · 5 instruments · every number calculated on the page

THIS ENTIRE DOCUMENT IS A SAMPLE. Every name, wage, and figure is synthetic — built to show exactly what a real study delivers. Real studies carry real numbers, measured at your shop, and end with a page your accountant will want.

1 • Executive summary

This function costs Prairie Steel Fab approximately

\$102,400 per year.

Measured, not estimated: a 5-day time log across the three people who touch the function, their loaded wages, the overtime it drives, a costed ledger of its last ten failures, and vacation temp coverage. The owner estimated 25 hours a week before measurement; the log found 41 — the work hides in interruptions.

MEASURED HOURS / WK	LOADED WAGE COST / YR	ERROR + REWORK / YR	OVERTIME + TEMP / YR
41.0 h	\$90,212	\$5,890	\$6,295

What a Roteworks-run version costs: \$12,500 setup + \$2,900/month (+GST/PST). Break-even ≈ 10 weeks; thereafter the shop keeps ≈ \$67,600 a year — 66% of the current cost — plus the errors stop being found by auditors.

EVERY FIGURE ABOVE IS DERIVED IN SECTIONS 3-5. NOTHING IS ASSERTED THAT ISN'T CALCULATED.

2 · The function, mapped

Field tickets from 9 crews arrive as paper, photos, and email. They are chased, re-keyed into the payroll sheet, corrected, and filed. In parallel, 214 employee certifications are tracked on a spreadsheet updated by hand.

STEP	WHO	HOW	VOLUME
Ticket collection & chasing	Marchand (coord.)	text/phone/walk-out	~340 tickets/mo
Re-key into payroll sheet	Marchand + Okafor	manual entry, 2 systems	~340/mo, twice-handled
Error correction loop	Okafor (payroll)	email + reprints	~41 corrections/mo
Cert intake & expiry watch	Marchand	spreadsheet, memory	214 certs, 8 types
Audit-prep folder upkeep	Brand (foreman)	binder + shared drive	surge before audits
Status interruptions	all three	"did my ticket go in?"	daily

Rule-clarity check (20-document sample): 17/20 fully rule-bound; 3 need a human judgment — a healthy automation profile. Exceptions route to a person by design.

3 · Where the hours go (5-day measured log)

PERSON · ROLE	H/WK	TOP ACTIVITIES (SHARE OF THEIR LOG)
J. Marchand — Ops Coordinator	22.5	re-keying 31% · cert chasing 18% · ticket chasing 14% · interrup
T. Okafor — Payroll Admin	12.0	correction loop 46% · deadline batching 32% · reconciliation 22%
D. Brand — Shop Foreman	6.5	audit folder 48% · crew ticket disputes 52%
TOTAL	41.0	

Method: pre-printed tally sheets, 15-minute granularity, 5 consecutive working days, normal week confirmed by owner (no audit, no month-end). Sheets reproduced in Appendix.

OWNER'S PRE-STUDY ESTIMATE: 25 H/WK · MEASURED: 41.0 H/WK (+64%)

4 · What it costs (the arithmetic, shown)

LINE	CALCULATION	ANNUAL
Marchand wage share	$22.5 \text{ h} \times \$32.00 \times 1.3 \text{ load} \times 52$	\$48,672
Okafor wage share	$12.0 \text{ h} \times \$29.00 \times 1.3 \times 52$	\$23,525
Brand wage share	$6.5 \text{ h} \times \$41.00 \times 1.3 \times 52$	\$18,015
Loaded wage subtotal		\$90,212
Overtime attributable	payroll-deadline crunches (12-mo actuals)	\$4,150
Error & rework	incident ledger, \$5	\$5,890
Vacation temp coverage	agency invoices, 12-mo actuals	\$2,145
TOTAL		\$102,397

Loading factor 1.3 covers CPP, EI, WCB, benefits, and overhead — conservative for a shop this size. Where a range existed, the lower bound was used. This figure should feel understated; that is deliberate.

5 · Error, rework, and risk (their own last ten)

INCIDENT (LAST 12 MO)	FOUND BY	COST TO FIX
Crew paid off wrong ticket batch, two cycles	employee complaint	\$2,100
Expired H2S on active roster during client audit	the auditor	\$1,240 + finding
34 tickets re-keyed after sheet overwrite	payroll admin	\$850
Missed cert renewal – worker sent home from site	site super	\$680
Duplicate ticket paid twice	month-end recon	\$590
Audit binder rebuild after drive misfiling	foreman weekend	\$430
LEDGER TOTAL (10 incidents; 6 shown)		\$5,890

The unpriced line: the client-audit finding above. One more, and a master service agreement worth ~\$1.1M/yr goes to re-tender. No figure below prices that risk; the measured costs alone carry the case.

6 • The endorsement page

This page is why the study exists. Not an estimate accepted in a meeting — a figure measured together and signed, so every later decision prices against something both parties already agreed is true.

We have reviewed the measurements and calculations in this study and agree they fairly represent our costs. We agree that field-ticket processing and certification compliance currently costs Prairie Steel Fab Ltd. approximately \$102,400 per year.

OWNER — PRAIRIE STEEL FAB LTD. (SAMPLE — NOT FOR SIGNATURE)

DATE

ROTEWORKS — CHAD BENOIT

DATE

7 · The Roteworks-run version, and the quote

Crews drop tickets (photo or paper scan) into a folder the shop already owns. The system reads, checks both ways against the crew schedule, stages payroll entries for one human approval, tracks every cert, and reports exceptions daily. Okafor approves; Marchand handles the ~3% the system routes to a person. Brand’s binder becomes a button.

SHIPS WITH ALL 8 SAFEGUARDS: second-pass verification · human queue · reconciliation that must tie · human release of payroll · full action log · never-silent failure · kill switch · restore-tested backups

	AMOUNT	NOTES
Setup (build + backfill + GATE + training)	\$12,500 fixed	50% signing · 50% on GATE pass
RUN retainer	\$2,900 / month	fixed for 12-mo term · all monitoring
Taxes	+ GST & SK PST as applicable	itemized on every invoice
BREAK-EVEN	YEAR-ONE KEPT	ONGOING KEPT
≈ 10 weeks	≈ \$55,100	≈ \$67,600 / yr · 66%

Next step: a signed SOW naming dates, the designated approver, and the acceptance test — the build is accepted only after our independent GATE verification passes and the system runs clean in production. If the GATE says NO-GO, remediation is free and the retainer never starts.

APPENDIX (REAL STUDIES): FILLED INSTRUMENTS · ASSUMPTIONS REGISTER · RAW TALLY SHEETS