

# What Manual Work Actually Costs

A working spreadsheet that puts a rupee figure on the paperwork

| PROCESS                 | HRS/YEAR    | COST/YEAR   |
|-------------------------|-------------|-------------|
| Shift handover report   | <div></div> | <div></div> |
| Daily production report | <div></div> | <div></div> |
| PO approval chain       | <div></div> | <div></div> |
| Quotation and costing   | <div></div> | <div></div> |
| Stock count             | <div></div> | <div></div> |
| GST return preparation  | <div></div> | <div></div> |

YOUR ANNUAL TOTAL

Rs

Ten minutes to find out.

11 PROCESSES · XLSX

# What Manual Work Actually Costs

A working spreadsheet that puts a rupee figure on the paperwork nobody counts

## Read this before you open the spreadsheet

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Three rules.

1. **Change the defaults.** They exist so the sheet is not empty, not because they are right for you. A number built on our estimates will be dismissed by anyone who wants to dismiss it.
2. **Loaded cost, not salary.** Include statutory contributions and overhead. Otherwise the figure is roughly 40% low and easy to attack.
3. **Be conservative.** If the honest range is 30 to 60 minutes, enter 30. A defensible small number beats an impressive one you have to retreat from.

## What this figure is, and is not

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**It is** the cost of the hours spent. Wages and overhead consumed by work that produces no product.

**It is not** the full cost, and you should say so. It excludes:

- **Delay cost** — the order lost because the quote took three days
- **Error cost** — the wrong number typed once and carried into three reports
- **Opportunity cost** — what the supervisor would otherwise be doing
- **Attrition** — good people leave jobs that consist of retyping

The real figure is higher. But those four are arguable and this one is not, which is why the model deliberately stops here. **Argue from the number nobody can dispute.**

## How to read the ranked list

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The most expensive process is not always the first to fix. Cross the cost ranking with two questions:

- **How many people would have to change how they work?** Fewer is faster.
- **Does the data already exist somewhere digital?** If yes, this is a connection problem, not a collection problem — usually weeks, not months.

The best first project is usually **second or third on the cost list**, because the most expensive one is normally the most entangled.

## What a realistic fix looks like

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For most of the eleven, the fix is not a large system. It is a structured form on a tablet, a scheduled report, or connecting two things that already exist.

Nine of the eleven are typically weeks of work rather than months. Stock reconciliation and GST preparation are the two that usually need something larger, because they touch systems of record.

If you want to talk through what your top three would take, that is a thirty-minute conversation and we will tell you which ones are not worth automating.

**cluxn.com — 30 minutes, no pitch.**