

PMS 151

VOL. 1 SUMMER QUARTER EDITION

1st EDITION

Welcome to the first edition of PMS151. This quarterly publication was designed specifically to improve communications between the employees and departments at Data Forms. You are invited to discover interesting facts about the people who make Data Forms happen. Each issue will feature department news, local luncheon fares, classifieds, recipes, and of course, your basic gossip column. Obviously this newsletter was designed especially for you, so if you have some things of interest that you think others would enjoy, don't hesitate to let the editors know. *

SPOTLIGHT

FLORIDA



Angela, Kathie, Jose, Carol, Sam, Timethy.

We think we have it rough up in the north country with adverse weather conditions, but our Florida counterparts have it just as tough. Florida has had to battle brush fires and scorching heat and soaking humidity. We are always using the excuse that the traffic caused us to be late in Boston but what about being held up because a 7 foot alligator was laying across the ramp of the Palmetto Expressway? Do you think Jim Gorin would buy that one? Otherwise things are moving along quite well with the gang in Florida. They are happy to be hooked to the Data Forms Computer System which gives them access to the Company's daily business transactions. Starting about June 10th their mailbox will be hooked up so please send them a hello via Data Share.

DATA PROCESSING

Courtesy of the Data Processing Department. The structure of the customer name and address file will be modified to benefit us in several ways. Among the many changes: (1) We will be seeing four line addresses instead of the three line addresses we see now; (2) There will be unlimited shipping addresses and sales contacts available for each customer listed, if necessary.

Other major projects: (1) The D.P. Dept. is writing a new imprint scheduling system which will give the current status of any job going through imprinting at any time, whether it be comp., press, shipped out, etc., and what stage that job will be in for the remaining scheduled days; (2) Also, employee information will be maintained in a new program. This will allow us to keep track of each employee's name and address and other pertinent information; (3) Of course, you all have heard (or seen portions thereof) of the new order entry system Geremaya is so diligently working on.

Faster response time has not been forgotten. About a month ago, some new equipment was purchased which should have helped a little bit (no pun intended). Some of you noticed, others are still asking "when?". Well, the D.P. Dept. has not yet quit trying. Whether it be new hardware or software, it is on the top of the list of priorities.

WAREHOUSE

The Hudson warehouse is always looking for efficient and productive ways. They recently purchased new shelves and pallet racks to further organize inventory. Not only do Greg and Ben handle all shipping, receiving, and stock transfers, but they oversee 25,000 square feet of inventory.

SALES

If you haven't already heard, we no longer have backups to the sales people. Data Forms now has Sales Service Specialists to conform to NBFA standards. A Sales Service Specialist is a much broader term to encompass the various activities of those on the sales staff. The sales department has also added to its inventory by offering the Micro United product line which includes printers, monitors, and modems. As of May, the sales force has been representing the IBM product line.

PURCHASING

Many people do not realize that our Purchasing department has taken over the function of ordering and maintaining house supplies such as pencils and pads of paper. They work with all vendors to keep up good relations. Purchasing has been working with several freight companies to work out better freight discounts. Another project they are working on is a Forms Management Program for Data Forms daily internal forms.

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DATA FORMS IMPRINT

The Imprint Department has been experimenting with continuous letterheads on the new Innoprint machine. This machine, which is new to the industry, can speed production up by 60%. Don Potter and his staff invite all Data Forms employees to stop by and ask questions on Data Forms imprint capabilities. Many jobs that are sent out to various factories can be done by Data Forms Imprint which could save us all time and money.

* * * * *

ACCOUNTING / OFFICE SERVICES

The Accounting/Office Services department has recently undergone a cut in staff. It is now more important than ever to go to the right person with our questions. Here's a run of who's who in Accounting/Office Services.

Comptroller	- Joe
Office Services Manager	- Kathie
Payables	- Susan
Inventory	- David
Billing	- Joan
Credit	- Debbie
Typist & Backup	- Jean
Mail Services & Reports	- Connie
Assistant to Comptroller	- Peggy

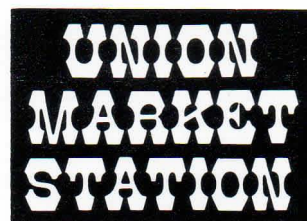
Accounting will be revamping the accounts receivable and payables policies in anticipation of open order.

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COMPOSITION

Many people of Data Forms do not realize that we have one of the most sophisticated computerized typesetting systems in New England. We possess the ability to receive a customer's text via modem (phone lines) into the typesetting system. Telecommunications, as a function of Composition, is relatively new in the printing industry. Because we can offer this service to our customers, we are way ahead of our Competitors. The Company is exploring new avenues of marketing to utilize the unique capabilities of the system and particularly the "new" Breeze. *

RESTAURANT



LUNCHEON REVIEW

UNION MARKET STATION

17 NICHOLS AVE.

WATERTOWN

(past UPS on left)

(See Sandy for directions)

For a change of pace at lunch, I decided to try this restaurant again after going with a friend. Not even a five minute drive, I was pleasantly surprised with this unpretentious looking restaurant. The food and service is excellent and it is always possible to get out in less than an hour. This luncheon group of waitresses and host are obviously used to catering to the "business crowd". On a recent Friday at noon, we were seated immediately, and were served within 15-20 minutes, leaving us more than enough time for an unhurried cup of coffee.

Lunch is served daily from 11:30 to 3:00 with chalkboard specials starting at \$3.95. Often chosen by yours truly is their sirloin tips with mushrooms for \$4.25. Another excellent choice is the lobster tail special for \$4.95. On the lighter side, salads starting at \$2.95 for Greek or Spinach to \$5.75 Seafood with Crab and Shrimp. Burgers cooked to order with a choice of toppings and club specials are easy on the budget as well as being very well prepared.

The drive was well worth it. And once a week they do a drawing for a free lunch. Just leave your business card. *

Editors: Sandy Chouinard, Editor-in-Chief
Timethy Ostremm
Laura Dougan
Anne Channell

Brought to you by the Breeze and the Fantastic Composition Department and printed by compliments of our vendor, New England Lithograph, Inc.! *

DEAR GABBY

DATA FORMS SOFTBALL IS STRIKING OUT

Dear Gabby:

What has happened to the D.F. Softball team? In anticipation of a full season of fun and exercise, I purchased a brand new softball glove and bat.

They cost me \$35.00! They still have not moved from my closet since our last practice three weeks ago!

Who's responsible for this? Who's the coach? Who's going to get us some games to play? Who's on first?

- Itching For Pitching

* * * * *

Dear Gabby:

What's a woman to do! I had an experience about three weeks ago that has left me furious, and I won't feel any better until I hear from you.

Last year the company I work for formed a Softball Team. Just a bunch of employees getting together after work and hitting the ball around. It was great. Both men and women were playing, practicing, and having a great time together.

This year, what a disappointment. I showed up for practice one night a little late and proceeded to go out onto the field. I fielded a few balls and then the team told me to bat. GREAT! I thought. Here's my chance to show these guys how to hit a ball. Only one problem though! Nobody saw me. I was warming up and warming up and nobody would let me bat. These guys just stepped right in front of me to bat themselves. Didn't even acknowledge the fact that I was there. And to top it all off - when they were tired of batting - practice was over. I was furious. I voiced my anger and they laughed. After all, I'm only a woman. Should I say something or do you think I should just leave the company and find a better team and a more liberated league?

- Disgusted

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I received dozens of letters regarding the infamous Data Forms Softball Team, so I picked the two I thought most representative of this situation and printed them. It seems that a lot of people want to play but they are all waiting for someone else to get them started.

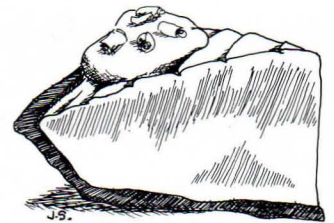


I sent a reporter to talk to the coach, Darren McIvor. The response I got back was that no employees were interested. Judging from my interaction with the D.F. employees, this is not so. I personally know of three other companies interested in challenging us to a game of softball. The problem is not in lack of interest, or players, it's in motivation. What we need is organization and commitment. We need a leader to boost the morale of the players. How 'bout that D.F. team spirit!! I know it's there, we've all experienced it.

*There were a couple of letters regarding sexual discrimination. This is disappointing to me, but certainly not worth giving up on the D.F. Team Spirit! Never mind finding another league! The problem should be confronted by the offenders openly. If it happens again, confront the person(s) directly and in front of the whole team. I don't think any male in this situation, in his right mind, would be able to argue with you in front of the whole team. **

Address all letters to Gabby "Dear Gabby" on the outside of the envelope, and drop in the PMS 151 mailbox located in the mailroom. Discretion is assured.

RECIPE



**Recipe for German Sweet Chocolate Pie as
seen at the "Delectable of the Week" Club
May 10th.**

Appearing by Popular Demand!

Ingredients:

- 1 package (4oz.) Baker's German Sweet Chocolate
- 1/3 cup milk
- 2 tablespoons sugar (optional)
- 1 package (3oz.) cream cheese, softened
- 1 container (8oz.) Cool Whip Whipped Topping thawed
- 1 prepared 8 or 9 inch crumb crust (either Oreo or Graham Cracker)

Heat chocolate and 2 tablespoons of the milk in sauce pan over low heat, stirring until chocolate is melted. Beat sugar into cream cheese, add remaining milk and chocolate mixture, beat until smooth, fold in whipped topping, blending until smooth.

Spoon in to crust, freeze until firm, about 4 hours. Garnish with whipped cream and chocolate curls if desired (I used Hershey's kisses) Let stand at room temperature for 1/2 hour before serving. Store any leftover pie in freezer. *

CLASSIFIED

To submit classifieds, drop them in the PMS 151 mailbox (located on the counter in the mailroom) in a sealed envelope addressed "Classified". If you don't want your name printed in the ad, indicate so, and a box number will be assigned to you. Discretion is assured.

To respond to a box number, address the envelope with the box number on the front. Drop in the PMS 151 mailbox.

FOR SALE

Softball Glove and Bat \$35.00 or Best Offer. Address to "Itching for Pitching" Box 10.

Yard Blobs. Loads of Fun! For Only \$25.00. See John Norton.

Two 14" Tires. Excel. Cond. Contact Carol Rudick.

Moving/Moved to Fla. Selling Furniture and Other Items. Contact Dan Martel.

5 speed Woman's Raleigh Bike. Best Offer. Contact Anne Cahill.

PERSONALS

SWF 20's Looking for Energetic Professional Male in his 20's. Address Picture & Resume to Box 20.

WANTED

Stamps, Coins, Old Paraphernalia. Contact Timethy.

Anyone interested in sharing a poker group? Honest Poker. Rotate Host. Contact Timethy.

Asst. Editor for PMS 151. Contact Sandy.

Please submit any articles for next edition by September 15th.

ANNOUNCEMENTS

As of June, 1985, Sam Smith and Jose Gajate will be celebrating their 10th Anniversary with Data Forms Company.

Dan Martel has transferred to our Florida office. We wish him luck!

Welcome to the following newcomers at Data Forms:

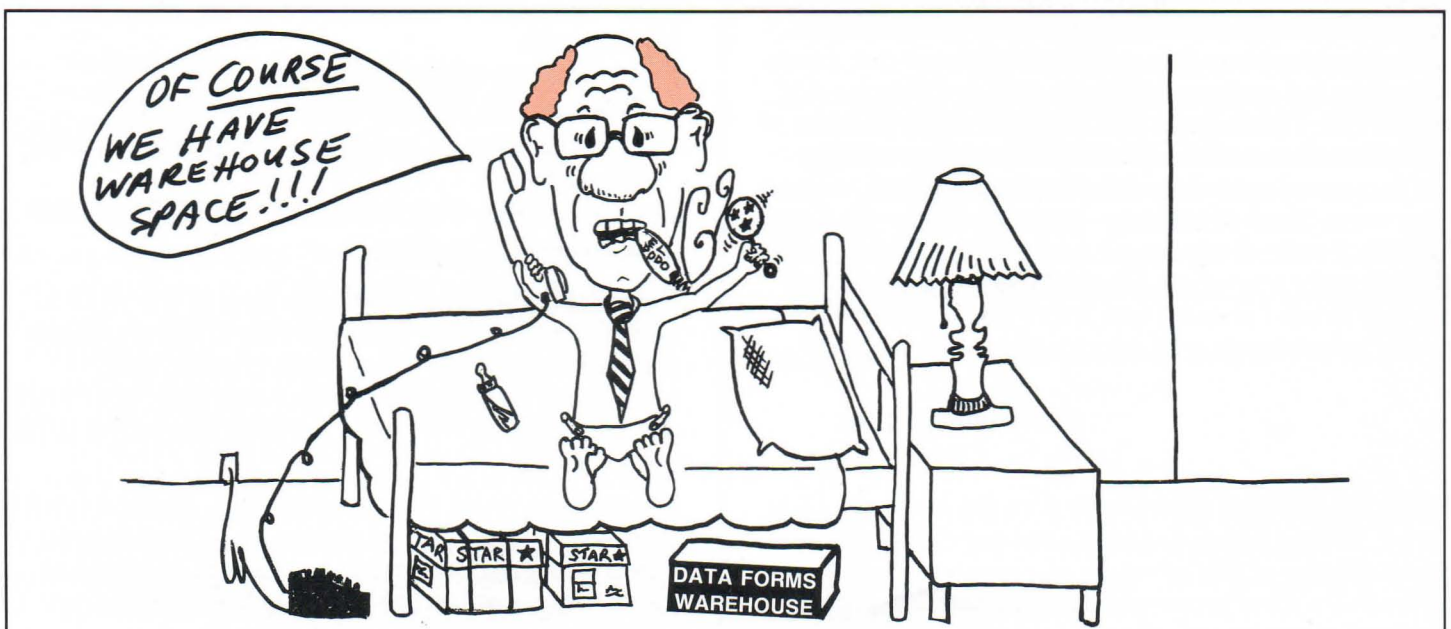
Art Tweedie - who was a Vice President of Sales at Royal Business Forms.

Joe Flanagan - who was a Purchasing Agent at First National Stores.

Rose Richard - who recently graduated U / Mass Boston with an M.I.S. degree.

Hartmut Zielke - who recently started the night shift in Composition. *

Congratulations to Jim Gorin on the inception of the Company 20 years ago in June!



Cartoon by Ben Hall and Darren McIvor