

PMS 151

VOLUME 2

 HOLIDAY EDITION 

LETTER FROM THE PRESIDENT

I want to wish all at Data Forms Company and their families a very happy holiday season. At this time of the year we take time to examine the past and future. We have had a lot of lessons in running a business this year, with the change in the economy, but we have learned and are stronger for it.

With the systems and procedures we have developed over the last five years (an automated order entry system, warehousing, computer supplies, composition and imprinting) we are at the beginning of an excellent growth time for the Company. We have organized a Computer Demo room for showing computers and supplies to customers, and for training personnel.

In my over 20 years as President of Data Forms Co., Inc., I have never been more positive about the future. Please join me in this holiday season and give thanks for the health and happiness we all share.



SALES

This past year business was off within our industry, but our salespeople did an excellent job. The new peripherals and supplies will add to the current products we sell, which will help us in 1986. Tom Parker, for the many-ith time, lead our Sales Department. We wish him and all salespeople a great 1986.

TELEMARKETING

A New Department for Data Forms

A lot of good things in telemarketing are breaking through. By the time this article is printed, a big project with Eastern Airlines should be up and running. Just what is this project?

Eastern Airlines has hooked up a terminal and printer in the Data Forms office (near Patty's desk). This little system is directly linked to Eastern's main computer system in Miami. No, the purpose of this is not so we can get an edge on flight reservations, but to allow their 4,700 travel related service companies, to order forms and supplies through this system, directly to us. For example, when an Eastern travel agency needs ribbons, they type what they need into their computer at their office. This order is sent to the main computer system in Miami, and in turn sent to us and printed on the printer at Data Forms that Eastern supplied us with. This reporter thinks it would be nice if this order would go beyond the printer and into our order entry system automatically.

It also looks as though we have the same type of deal going on with American Airlines' 10,000 travel related service companies. That means 10,000 more customers for Data Forms!

And there's more. A few software companies are working with us, supplying us with their customers so that we can fill their software printing needs. We may need that second floor at Data Forms after all . . .

WAREHOUSE

Our boys in Hudson work hard. Greg and Ben efficiently manage 30,000 square feet of stock and customer owned inventory. They process a whopping 40-50 orders and receive anywhere from 1-8 deliveries per day. Yet they somehow manage to find the time to field the numerous calls that come from Brighton daily, and put up with frequent problems with the computer phone lines.

Let's not forget our hard working boys in Hudson!

PURCHASING

The interviewee for this column was supposed to be Barry, but did you ever try to catch Barry and sit him down to interview him? Anyway, he pretty much summed up his Purchasing points at the Company Appreciation Party at the Ramada.

I finally tracked down Sandy and she gave me some idea of what the Purchasing Department is all about - some of the projects going on right now are:

1. Preferred Vendor List which will give the Company a better gross margin in the end through more conscientious buying.
2. A pricing matrix of stock paper and labels to make buying these items easier for the salespeople.
3. With the help of Jean Graef, a lot of inventory items have been cleaned out of stock, therefore, freeing up money which has been invested in these items for a long period of time.
4. The be-all and end-all is to begin saving the company a lot of money and to make Data Forms more profitable in a number of different ways.



DATA PROCESSING NEWS

The Data Forms Data Processing Department continues to work on its myriad of programs and projects to help Data Forms operate in a continually smoother and more efficient manner. Chief among these projects is the new **CUSTOM ORDER ENTRY** system which one industry insider has classified as "state-of-the-art". This recently installed system allows the sales staff to enter all custom orders directly on the computer to speed up order processing and billing. The system isn't quite finished yet but the work continues at a steady pace. It is expected to be finished in "at least a week".



Timothy Austin

To help quicken the pace Data Processing Manager Timothy Ostrom and Data Processing Lackey Austin Holiday have been surgically joined at the waist (see picture). Inspired by the computer science concept of "networking", this project has been designed to help speed up the time lag between command decision-making and programming output. Be sure to stop by and say hi to "Timothy Austin"

In related news, Christopher Ostrom, Timothy's older brother and Geremaya's younger son, has joined the D.P. staff as programmer and night operator. Christopher's chief responsibilities will be running all the nightly chains that tabulate the day's activities and complete the **CUSTOM ORDER ENTRY** system. It was also announced that Timothy and his lovely wife Melissa's unborn child will also be joining the Data Forms Data Processing Team. The as yet un-named child's main responsibility will be maintaining Data Forms myriad of programs and projects and completing the new **CUSTOM ORDER ENTRY** system. Be sure to stop by and say hi to both Christopher and Baby Being Ostrom.

IMPRINTING DEPARTMENT

There are several exciting developments in the Imprinting Department. The first and most exciting news is the arrival of the Payroll Order System packages. This offers the customer a package consisting of several forms including Invoices, Payroll Checks, and Accounts Payable Checks. Bidding is now in process for a major Standard Register package, which could mean the addition of another shift. We should be hearing the outcome in the near future.

Possibly the most thrilling news to come out of Imprinting in a long time is the advent of a new fashion plate! Don, how can we concentrate on our work? There's just something about a tie!

Last, but not least, Don wants to thank Imprinting for a job well done. He's very pleased with the Innoprint machine and the excellent quality it has produced. Anyone with questions or anyone interested in seeing the equipment in action, please get in touch with Don. He'd be happy to give you a tour of the shop.

COMPOSITION

In our rapidly changing world, Composition has undergone quite a few changes which have resulted from great advances in technology. Our Composition Department has adjusted very well to these changes and has shown a great interest in learning about these developments as they occur and working with them.

Denise is a fantastic typesetter and has been with Data Forms for almost 5 years. She has developed speed, accuracy and a great working knowledge of the Com-pugraphic equipment, which is a great asset to Composition.

Molly began with no background in typesetting and the knowledge and experience she has gained will always be a great help to Composition. She is very willing to experiment with new methods which have resulted in less time on various projects.

Barbara has been with the company for almost 10 years and is very knowledgeable in all aspects of the Composition Department. She was the first to work with and to learn about the Proformer and has done excellent work designing and developing various items for our company and our customers.

Pam has been with the company almost 5 years and is very versatile in the Composition Department. She is very willing to experiment with new projects and this has helped her to grow and learn many new aspects of a changing department.

Jack, the newest, yet familiar face in the Comp. Department, has been with Data Forms for 2 years. He is quite an experimenter in his design work and other aspects of the department. He is the comedian in the group and lightens the load in the day to day rush schedules comp must meet.

Anne, the overseer of the group, is very pleased with her department and speaks very highly of the team effort they have achieved in their daily activities. She appreciates their cooperativeness and hopes only to continue to grow and learn as technology changes and expands.

ACCOUNTING/OFFICE SERVICES

In order to make your communications with the accounting department go smoother, the following is a list of the who's who in the department:

Accounts Payable	- Dave Desroches/Cesar Rondinelli
Inventory	- Bob Geraghty
Freight	- Cesar Rondinelli
Billing	- Carine LaMonthe
Credit	- Debbie Trench
Typist/Billing	- Jean Burger
Bookkeeper/Insurance	- Peg Connors
Filing/General Clerical	- Connie Faldetta

The most recent happening in accounting is having everyone settle into their new positions and get comfortable with the department and the company. They will be working together on the Policy & Procedure Manual in the near future.

Carol Rudick, also a member of this department, is keeping up her usual good job of switchboard operator, receptionist, package sender outer, etc., etc.

To: All Employees

From: Jane Love and Patty Parker

Title: Our Trip to Eastern Airlines (Miami, Florida)

RIPLEY'S BELIEVE IT OR NOT

Our departure from Data Forms (Boston, MA) took place on September 9, 1985 at 1:30 p.m. We had smooth sailing to Logan Airport but found the parking lot at the Eastern Airlines Terminal full. We proceeded to the central parking lot, parked on level 3 and began our walk with full bags to the departure gate. As we got out of the garage the downpour began. Soaked, we arrived at the gate to find our shuttle to Lagueardia Airport had been cancelled and rescheduled for 5:00 p.m. because of severe thunderstorms. Wanting to get on our way, we rescheduled with a stop in Philly, then on to Miami. No problem - we could still be in Miami by 8:00. We boarded the 727 aircraft only to find, by way of announcement, that Philly was closed also and we had to wait for clearance in order to take off. After two hours of waiting (*no cigarettes or beverages allowed*) we took off for our Philly destination knowing we had missed our connecting flight. We arrived in Philadelphia at 6:30 p.m. to find that there were no more direct flights to Miami and that we would have to make another connection in Atlanta and then on to Miami (or so we thought).

Our arrival in Atlanta was scheduled for 9:07 p.m. and with any luck, we could make a quick dash for a 9:14 p.m. departure. Of course - more difficulties - we had another delay because traffic was backed up and we did not leave Philly until 8:15 p.m. We arrived in Atlanta and had been told we could still make the 9:14 flight. At this point, we did not believe a word they said and came to find that our belief was true. **The plane had left only minutes before our arrival.** We rescheduled for an 11:00 p.m. flight direct to Miami and began our venture toward the gate. Unsuspectingly enough the gate was at the other end of the airport and we had to take a train to get to it. By this point we were dragging our too heavy bags on the ground when we reached the train terminal. We boarded, standing room only, arrived and walked a half mile to the gate. Not to our surprise, the flight had been cancelled. They suggested we run to another gate, take a flight to Fort Lauderdale and they would bus us to the Miami Airport. Not wanting to sleep in the Atlanta Airport, we dashed to the gate and boarded yet another airplane. This flight left at 11:20 p.m. to arrive in Fort Lauderdale at approximately 1:00 a.m. Smooth sailing once again, we began looking for the bus. We located an Eastern Rep, she pointed us in the right direction and we came to find **the bus was full.** Not being alone with our troubles, some very kind, angry passengers who were already on board decided to take a cab to their destination. This meant there were two empty seats which we immediately claimed as our own, only to wait another 45 minutes for the bus to depart. The bus driver took it upon himself to make sure everyone had put their luggage on the bus and had also gone to the bathroom before we could leave. Exhausted, we contemplated a cab but decided to wait because we would never have been able to get at our luggage which had so kindly been shoved to the back of the compartment.

Hysteria set in and we finally made tracks to Miami Airport. We arrived at 2:45 a.m. - time to find a cab. It was the easiest thing we had done all day. In 10 minutes we

were at the hotel hoping our reservations were still good. They were, but much to our dismay, the man at the desk spoke very little English and was not interested in our tale of woe.

We made it up to the room which was surprisingly very nice and made arrangements for an 8:00 a.m. wake up call. Sleep came very easy to both of us and the next waking moment we had was not until 10:00 a.m. **We never got a wake up call!!**

We called Eastern to apologize for missing our 9:00 a.m. appointment. They were very sympathetic and rescheduled for later in the day.

Now we were hungry. Room service was definitely in order. We made the call and spoke with another Spanish speaking fellow, who decided, because it was 10:30, we had missed breakfast and he would only prepare us one omelet. We couldn't have the "ALL DAY" breakfast because *the chef had left*. Not in the mood to argue, we agreed to the one omelet and a LARGE pot of coffee.

From this point our trip went much smoother and our visit with Eastern was worth the trip. The evening allowed for a nice dinner and early to bed for another worthwhile visit with Eastern. Our flight home was nonstop and took only 2 hours and 40 minutes with no problems. We were really glad to be home.!

P.S. We came back to the hotel after our first day at Eastern only to discover that Garber Travel did not include the cost of the hotel on the voucher we had been given to present. **Our room had not been paid for.** Just one more dilemma to add to the excitement of our first business trip.

HOLIDAY RECIPES

Four Roses Egg Nog (15 cups of punch)

Beat separately, yolks and whites of 6 eggs. Add ½ cup sugar to yolks while beating. Add ¼ cup sugar to whites after they have been beaten stiff. Mix egg whites with yolks. Stir in 1 pt. cream and 1 pt. milk. Add 1 pt. Four Roses and 1 oz. Jamaica Rum. Stir thoroughly. Serve very cold with grated nutmeg.

Chutney and Cheese Spread

1 cup shredded sharp cheddar cheese
1 8 oz. pkg. cream cheese
½ tsp. curry powder
¼ tsp. salt
1 cup scallions, minced (green tops too)
1 jar mango chutney (8-10 oz.)

1. Cut the softened cream cheese into the cheddar cheese. Add curry powder and salt. Blend together until smooth.
2. Spread the cheese in a serving bowl. Sprinkle about half the scallions over the top of the cheese and then carefully spread the chutney over the scallions. Top with remaining scallions.

Serve with party round bread or an assortment of crackers.

The Employee Appreciation Party



Marty with a pair of Jeans



Engaged? What engagement?



"Honest, honey, I would never smoke or kiss strange women!"



Winner of the Patty Parker look-a-like contest



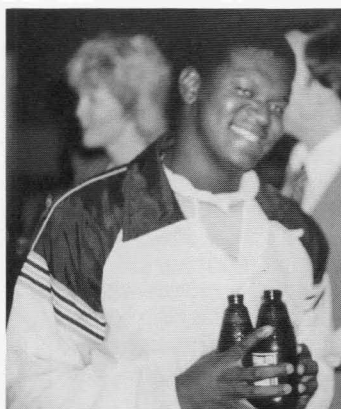
Runner-ups to the Patty Parker look-a-like contest



Ben and Pete play "Name That Beer"



Is this a long story, Barry?



"Don, I might be a little late in the morning."



"...that Willie better not be late in the morning!"



"...over a 5 year period, each drink costs .0763 cents..."



"No I had the highest gross margin!"
"No, I had..."



Why is this guy smiling?

EMPLOYEE UPDATE

WELCOME NEWCOMERS

Data Forms welcomes its new employees: Cesar, Carine and Bob in the Accounting Department; Jerry in Imprinting; and Christopher in Data Processing.

ENGAGEMENTS

Since our last issue, three sales support people became engaged. I wonder if there's something in the air in the sales area!! But, these engagements have some shady areas to them:

First there's Patty - Now we haven't seen any sign of or heard any tales about her "phantom fiance" but still she claims to be engaged and has wedding plans for September. Well, we'll see!

Next there's Laura - Now to keep up with Patty, Laura arrived one morning with a beautiful engagement ring and claims that "Bill" bought it for her, but we wonder if she's the one getting the "Bill" for it.

And finally there's Sandy - Now Sandy seems to think she's getting married next October and we still hadn't seen a ring. But, lo' and behold she arrived one morning with a shiny diamond on her finger. Do you think maybe its rented until this issue goes out???

We're only kidding ladies - A very special Data Forms congratulations goes out to each of you!! And, thanks for being good sports about this.

A NEW FACE IN THE CROWD

Geremaya shaved his beard off for the first time in several years and when noticing he looked a lot like Timothy is quickly growing it back again. (I don't blame him.) Stay tuned to see what happens!

GLAD YOU'RE ALL OK

I think it was just after Jim mentioned that there hadn't been any real sickness around the company for a long time, that it really hit the fan!

Anne Kearney had a bad fall and received several stitches around her eye. (It's a good thing MultiGroup is her customer)!

Debbie Trench was rushed to the hospital, and true to Debbie's style, had to really make it flashy, complete with ambulance, fire engines and police cars with flashing lights and sirens, of course (anything for attention). She also owes her life to a fellow employee who will never ever let her forget it for a minute!!

Cathy Ferreira was out for a couple of weeks after having surgery and now she's looking just fine.

Sean was also out for a few days and now he looks - well he still looks like Sean.

Seriously tho', we're glad everyone's back to normal and healthy again. Stay Well!!

... AND SHE CROSSED THE FINISH LINE!

Barbara Walsh ran in a 5 mile road race in October and she DIDN'T come in last, (I think there was a senior citizen contingent behind her). Only foolin' Barb, congratulations on crossing the finish line.

GOOD-BYE FLORIDA

Good luck in future endeavors to Carole, Angela, Sam and Joe!! By the way, Carole's last day was her 10th anniversary with Data Forms.

DEAR GABBY

Dear Gabby

I've discovered a terrible problem at Data Forms. Things just don't seem to be in order, meaning the file cabinets. Wouldn't it make more sense to have them in sequential order instead of randomly placed around the office. Maybe we should file the file cabinets before we file anymore jackets. I think it's time to draw a new map of the file cabinet positions, or put them in some order so that the job of jacket pulling can be made easier for those of us who do it less often than others.

Any solutions???

P.S. The mail boxes aren't in any special order either, what can be done???

Signed,
Confused

Dear Confused,

Fantastic Ideas!! Since you show such an organizational quality in your way of thinking, and you are so obviously affected by this uncoordinated filing structure, why don't YOU do it!?! Please respond to the PMS 151 mailbox when you are ready.

Dear Gabby:

We are two professional women working in an office with one male. Gabby, he wears his ties loose at the neck and at certain times during the day he raises one eyebrow and smiles at us. DO YOU KNOW WHAT THAT DOES TO US?? Other females in the company come by and peer in our window and tell him how nice he looks, but we have to work with him. It's distracting, Gabby - What should we do?????

Signed,
Trying To Stay Cool

Dear Hot Women,

Although your problem is happening in the office, I think it is of a more personal nature. I might have decided not to print this letter, but it is just like a problem we have here at the news office. Therefore, it struck me as an issue probably troubling offices around the nation.

The problem at our news office is not that women are admiring my loose tie, raised eyebrow, smile, or even my charming personality. They are continually gawking at my beautiful silky, curly, blonde hair! Women, I know it's tough, but I, like your handsome friend with the tie, find this distracting!! I can never get any work done because of constant whispering and giggling.

Girls, if you would focus on your work you wouldn't notice the other women "peering in" at your "claimed territory". If focusing on work is too difficult, why don't you both go to the horse and buggy shop and buy some blinders??!!



TURKEY TIPS FOR CHRISTMAS

Holidays are a busy time for everyone. Choosing, preparing and cooking the turkey are all important parts of holiday preparation. Here are some helpful hints that will take the mystery out of making your "big bird" a real success.

TURKEY TIPS

How big should the turkey be?

The question of size is an easy one. If you allow 1 lb. of turkey per person, you'll be assured of moderate leftovers.

How should a turkey be stored?

Turkey is perishable and should be refrigerated or frozen soon after purchase. If it is to be roasted promptly, place it on a tray in the refrigerator. Otherwise, store in freezer at 0°F or lower in original wrapping.

What is the best way to thaw a turkey?

There are three recommended methods of thawing turkey. The method used will depend on the length of time and amount of space available.

Do not thaw poultry at room temperature.

Leave the turkey in the original wrap and use one of the following methods.

No hurry: Place on tray and thaw in the refrigerator for 3 to 4 days. Allow 24 hours for each 5 pounds of turkey.

Fast: Cover with cold water, changing water frequently. Allow 1/2 hour for each pound of turkey.

Faster: In the microwave oven according to manufacturer's direction.

Refrigerate or cook turkey as soon as thawed.

HOW TO ROAST A TURKEY . . .

Everyone has their own method of roasting the turkey. The most common method is open pan roasting. Place the turkey, breast side up, on a shallow roasting pan. Brush with melted butter or margarine and baste frequently. Cover bird loosely with lightweight foil (dull side out). Roast in 325°F oven. During the last 45 minutes, uncover and roast until turkey is done.

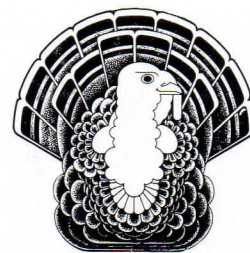
Other popular methods include the covered roaster or commercial bag method. These methods help reduce cooking time. If using a commercial bag, be sure to follow package directions.

Factors affecting roasting times are variations in ovens, shape of turkey and degree of thawing. These variations make it important to begin checking for doneness about 1 hour before the end of the recommended roasting time.

ROASTING TIME*

Weight	Unstuffed Hours	Stuffed Hours
8-12 lbs.	3 - 4	4 - 5
12-16 lbs.	3 1/2 - 5	4 1/2 - 7
16-20 lbs.	4 1/2 - 6	5 1/2 - 7
20-24 lbs.	5 1/2 - 6 1/2	6 1/2 - 7 1/2

*approximately for 325 degrees F. oven uncovered



TEST FOR DONENESS

During the last hour of roasting or during the last 30 minutes of microwaving:

- Meat thermometer inserted into the thickest part of the thigh (not against bone) should register 180-185°F.

- Drumstick meat should feel very soft; use cloth or paper towels to protect your fingers when testing.

- Move drumstick up and down. If done, the joint should give readily or break.



**...AND IF ALL ELSE
FAILS, MAKE
RESERVATIONS!**

Compliments of Stop & Shop

Happy Holidays

from the PMS 151 staff:

**Sandy, Judy, Pam, Denise, Timothy,
Patty, Anne and Dave.**



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