



# **Elec-Trak**<sup>®</sup> **NEWS**

**Garden Tractor**

74-4

February 1, 1974

## PEACE AND QUIET 1974 ELEC-TRAK THEME

The brand new 8-page full-color Elec-Trak tractor 1974 advertising supplement mentioned in our January 18 issue is now available to all employees.

Scheduled to carry the exciting Elec-Trak story to some 16 million people throughout our marketing areas, it features our new model ER8-36 Rider Mower. National Distribution in more than 220 newspapers from the New York Times to the Birmingham News will begin in early March. It will appear locally in the Sunday, April 7 issue of the Albany Times-Union.

Additional copies of the brochure are available at the factory time clocks or from the A & SP office in building 702.

OPEO employees will want to pass copies along to friends who may be prospective buyers.

INSURANCE CLAIMS FOR MEDICAL EXPENSE for 1973 must be filed with payroll before the end of March. Employees are also reminded that itemized bills must show the following:

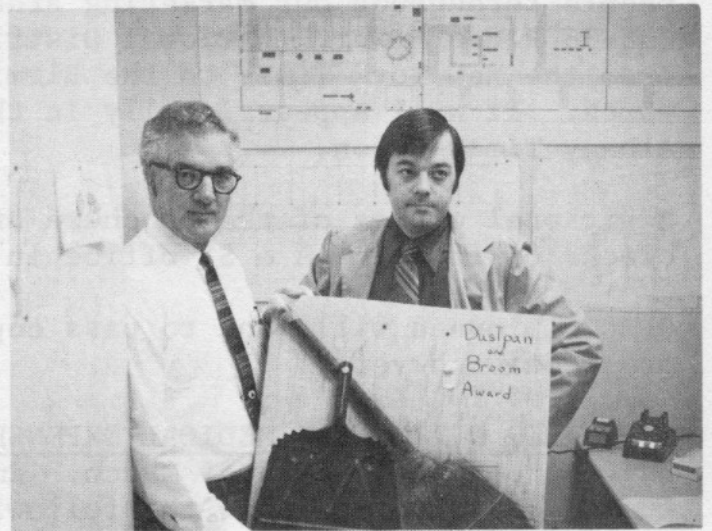
1. Name of the patient.
2. A complete description of each service.
3. The date of each service.
4. The amount charged for each service.
5. The diagnosis for each illness condition, unless shown elsewhere.
6. The initials of the attending physician--if other than hospital or physician's bills or bills for drugs and medicines showing a prescription number.



THE HOUSEKEEPING AND SAFETY AWARD for January was won by Bob Durante's group in Building 701. Packers, welders and the mower line people are included in Bob's group. Awards are presented to the area maintaining the safest, neatest, cleanest, most orderly work place. Each member of the group was presented with N.Y. State lottery tickets. Congratulations to the winners!

The Dust Pan & Broom Award, reserved exclusively for the last place winners was presented to Dave Pristash and his facilities and maintenance group for housekeeping and safety practices not above and beyond the call of duty.

Good Housekeeping and Safety is everyone's business! Do your part.



### AREA ELEC-TRAK TRACTOR DEALERS

A new listing of nearby capital district Elec-Trak Tractor dealers has been issued and is posted on factory bulletin boards. Those interested may obtain copies from Advertising & Sales Promotion or Employee Relations Office.