



Electrak NEWS

Garden Tractor

74 - 5

February 22, 1974

SAVINGS PLANS ANNUAL STATEMENTS

Annual statements of account for participants in both the Savings and Security Program and the Stock Bonus Plan will be distributed during the first fiscal week of March. These statements will show participants holdings as of December 31, 1973. At the same time, Savings and Security Program Tax Information Statements will be delivered to those who received a distribution during January of this year.

MEDICAL INSURANCE CLAIMS

Employees are reminded that medical insurance claims for 1973 must be submitted to payroll before the end of March. Claims should be filed with OPEO payroll in Building 702, not at the main plant as some have done.

CONGRATULATIONS TO FAYE AND BILL KENNEDY on the birth of twins, a girl and a boy, on Sunday, February 17. The girl, Mary, weighed 4 lbs., 6 oz. and the boy, David, weighed one ounce less.

SALE OF USED ELEC-TRAK TIRES AND WHEELS

A quantity of used tires and wheels is available to OPEO employees.

Front Tires	-	Any Size	-	\$2.00 each
Rear Tires	-	Any Size	-	\$5.00 each

All sales to be in lots of two or more. See Jerry Manning, Building 803 between 3:30 and 5:00 PM Monday through Friday for inspection --- Contact Harvey Barhydt or George Davis for Employee Sales Gate Pass -- Cash Sales Only.

THINK YOU'RE OUR CUSTOMER

If you really want to get ahead in your job - and help your company get ahead in its job - remember this:

No one ever made good by making mistakes!

The best time to stop a mistake is before it happens.

(cont'd.)



Mistakes cost money - lots of money - in fact, the cost of correcting mistakes and overcoming the effect of mistakes, is one of the largest expenses in business today.

That's not hard to understand when you realize that United States industry is reported to spend over thirty billion dollars a year on quality control, almost all of which is to detect and correct mistakes after they are made.

But that's not all.

So many mistakes are never detected or corrected that the quality of many products and services has slumped dangerously. You can't afford to let this happen in the company you work for -

Because such mistakes are bound to cause loss of customers and loss of reputation, two of the most valuable assets in any business.

Mistakes often cause loss of jobs -- serious accidents -- or even loss of life -- to say nothing of valuable time.

Mistakes also reduce production and increase costs.

Of course, we all have made mistakes at times. No one is perfect and, unfortunately, the only people who make no mistakes are dead people.

So it is squarely up to each one of us -- whatever our work happens to be to "put the brakes on mistakes" of every kind, in everything we do -- remembering that no individual or company ever made good by making mistakes.

Let's agree that putting the brakes on mistakes is a pretty big order -- for the simple reason that stopping mistakes before they happen is one of the biggest and most important problems facing business today -- just as stopping auto accidents before they happen (by putting on the brakes) is the biggest problem facing every person who drives an automobile.

But -- it can be done.

Mistakes can be reduced and you can do your share by following good work practices.

And by doing your best to make every day a "N. M. " day (no mistakes day).

Think carefully about each step required to do your particular job and make a serious game of trying to do each step better and more efficiently.

Discuss your ideas with your co-workers and you will discover ways to cooperate in doing a better job.

You will be surprised how much can be accomplished by really trying to make every day a "N. M. " (no mistakes) day.

WHAT YOU CAN DO NOW TO PUT THE BRAKES ON MISTAKES IN YOUR JOB??

YOU CAN THINK YOU'RE OUR CUSTOMER!

EMERGENCY PHONE CALLS should be made on 374-2211, extension 5-3992. Post this number in a convenient place for your family's use.