

**ATTN: JOBBING &
SERVICE MECHANICS**

Please mark our calendars for Thursday, February 21, 1991 at 4:00 p.m. as we are having our annual meeting to discuss general policy and procedures for the 90's. The meeting will be held at 7915 Malcolm Rd on the 1st floor.

This meeting is for Jobbing Dept. (Jay Lewis' group) and Service Department (George King's/Dave Joyce's group) only. This meeting does not include the Technical Group (George Adcock's group) as they have recently had their meeting. Apprentices are welcome! See you there!

POSTAGE INCREASE

Be prepared, new postage rates became effective on February 3, 1991. The cost of a First-Class stamp will be \$.29 for the first ounce, and \$.23 for each additional ounce. You can use your \$.25 cent stamps by adding the "make-up" stamp or four-cents postage to your letter.

SAFETY NOTE

Lift heavy objects properly by bending knees and keeping back erect. If the object is very heavy -- ask for help!

EOE

