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Accu-tec shall be an integral part of each customer's success

December 2008

Volume 1, Issue 12

*A message from our President & Chief Operating Officer*

## Prospecting for Success

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Accu-tec International, as many of you, is continually reviewing business operations and opportunities. We are currently updating our Business and Operating Plan for 2009. We would all agree that 2009 will offer unique challenges that have been unprecedented for several generations.

The risk of deflation is rising as global demand stalls, and commodity and asset prices tumble. Deflationary spirals are putting extreme pressure on borrowers as the value of their production falls. Failures by borrowers contribute to demand destruction adding further downward pressure to prices. The key weapon being used against deflation is the Federal Reserve printing more money. However, in pumping up the money supply as a guard against deflation the Fed runs the risk of stoking later inflation. Finding the right balance between guarding against near-term deflation and long-term inflation is yet another challenge for monetary policymakers. (*PNC National Economic Outlook November 2008*)

As retailers will be reducing their inventories, we will see supplier support more critical than past history. Our indicators reveal that 2009 will focus more on the *Supply on Demand* business channels to meet the highs and lows of consumer confidence and purchases for at least the near term (2009-2010).

We are viewing this as an opportunity. Accu-tec provides those services that can manufacture, package, and inventory consumable goods. This provides our clients with instant shipping on demand. It not only reduces our clients overhead, but provides a seamless integration to their customers on a ready when needed basis.

We have worked hard to prove our value incentives to our customers. We have invested in C-TPAT (*Customs-Trade Partnership Against Terrorism*) Compliance, AIB (*American Institute of Baking*) certification, EDI (*Electronic Data Interchange*), Six Sigma processes, AXAPTA Warehousing Management System, Real Time Video Logs of shipping and receiving (*Louisville*), and on-line logistics coordination. These services are provided and no cost to our customers, but are treated as a considerable value with the sense of security in how we can enhance their business objectives and marketing efforts.

So when looking at Accu-tec, consider the whole rather than the piece of your business requirement. Or better still, call me personally. My direct number is 502/371- 5306. Problems are never the issue. Solutions are our business, perhaps our only business!

Accu-tec shall be an integral part of each cus-

tomer's success!

*Stephen J. Homola*

President/Chief Operating Officer  
[shomola@accu-tec.com](mailto:shomola@accu-tec.com)



## Simply Enjoy Christmas

The dreaded e-mail went out a couple of weeks ago – the deadline for the newsletter article was November 25. Whenever I get that e-mail, I cringe and roll my eyes, then look at my calendar to determine just how long I have to delay, (I mean complete), my contribution to the monthly newsletter. The struggle is not so much writing the article as it is picking a relevant, informative topic. I mean, who really reads the newsletter anyway? So a week and a half later and no article, another e-mail was sent out, (this time from Steve), reminding me of the chore yet to be done. Time was running out and I knew I had better get busy. So, I quickly launched the Internet, looking for ideas. Of course, more gloomy news on the abysmal state of the economy –will Citi-Bank sell? Should we bail out the automakers? Are we near the bottom? Where is the bottom? Retailers prepare for a dismal holiday season. It's the holiday season, for crying out loud! Who wants to read about more gloom and doom during a time that is supposed to be festive, a time of celebration, (meant to be shared), with family and friends? Of course the holidays can carry its' own element of stress as well. So with that in my mind, I had my topic – how to enjoy and simplify the holidays.

Here are a few ideas to help you to simplify and de-stress Christmas as you shop, wrap, and visit family and friends.

1. Go "white elephant". A white elephant gift exchange encourages recycling and reusing. You give someone something you already own. However, it is not about getting rid of your old junk (unless it's the company Christmas Party at Steve's). It can be a fun game; pile all the gifts in the center of the room and guests take turns choosing an unwrapped gift or "stealing" a gift that someone has already opened.
2. Buy all adults on your list the same tasteful, simple Christmas gift.
3. Set up a wrapping station at home and wrap presents as you buy them.
4. Give gifts of time that invest in family life: purchase tickets to the zoo or a museum.
5. Trade out baking with your friends. Each of you bakes two batches of your favorite cookies, and then swap with each other.
6. Exercise! Try to continue with your regular routine, or take a short walk and reflect on the real meaning of Christmas.
7. If the budget is tight this year, either reduce your list by agreeing to draw names in a gift exchange or decide to just get together with friends and do a potluck dinner rather than exchanging gifts.
8. Volunteer at a homeless shelter or for a special holiday dinner.
9. Play your favorite card or board games.
10. Carve out time to enjoy a glass of wine, or eggnog, sit back and relax.

I wish everyone a Merry Christmas and a safe and happy holiday!

*(Whew...now I am done and have a whole month before I have to write another newsletter article...)*

**Tina Mann**  
**Controller/HR Manager**



## Motivational Factors

Factors contributing to positive motivation are:

- The work itself
- Challenging work
- Meaningful work
- Recognition
- Responsibility

Participation in team activities definitely provides a new and exciting challenge.

This opportunity to identify and analyze problems in their work areas provides these vital motivators.

Although a team meeting may last for only an hour employees return to doing their regular jobs for the other 39 hours. Members then talk about team activities during breaks and lunch times. They continue to think about projects during other times.

So, rather than one very separate and isolated hour each week, it becomes one very special hour (the team meeting) that thoroughly permeates the other 39 hours in a highly leveraged way!

Is there any more important an asset for a business to invest in?

Accu-tec shall be an integral part of our people's success.

Larry L.

-- Based on the works of Frederick Herzberg

Larry Leopold  
Production/Quality Engineer



## Our Pick-list Auditing Process Aids Inventory Accuracy

Our Production Floor Supervisors are responsible for reporting the finished goods that each of their production lines has produced for the shift on a production order that has been created in our Axapta software system. Their first step is to create a "report as finished" journal and enter the quantity that was produced on the production order. They use the quantity that has been written on a hard copy "job card" worksheet used by the line leader. When the supervisor posts the journal, the "finished goods" are added to the inventory.

The second step in the process is the creation of the pick-list. Each production order has a master BOM, or bill of materials, assigned to it. When the "pick-list" journal is created, the same quantity used in the "report as finished" journal is entered.

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The system then computes the total amount of our production materials and customer raw materials needed to produce the finished goods reported. The supervisor reviews each listed amount and if more of an item was used during production, they can edit the journal. The "pick-list" journal is NOT posted during this step.

One of my duties is to audit every 'pick-list' journal. I review the quantity of finished goods reported on the production order and also the amount used to create the corresponding 'pick-list'. If there is a discrepancy, the supervisor is notified. When they match, the pick-list is posted and the proper amounts of our production materials and our customer's materials are deducted from the inventory. We have learned that this auditing process significantly aids the accuracy of our inventory as well as our customers' inventory.

**Gary Klass**  
Inventory and Purchasing Manager



## Help Us Help You

As is stated in our Mission Statement "We consider our purpose is problem solving, not problem handling". When problems arise everyone wants answers and solutions. By working together we can make the whole process run smoother. Here are some things that you can do to help us accomplish this.

E-mail requests. This way there is a trail of all correspondence that is available for easy reference.

Be detailed on exactly what the question or problem is

Try to keep the people involved to a minimum. I think everyone has been involved when e-mails start flying between a dozen different people and it tends to muddle the issues and delay results.

Be patient. In today's world of e-mail 5 minutes can seem like a lifetime. If you haven't rec'd an immediate answer it doesn't mean we haven't received your request, on the contrary it probably means that we are busy working on it so we can give you informative answers.

If in the end you don't feel like you have gotten the answers or resolutions that you should have. Or if you just aren't happy with the way things were handled please contact upper management and let them know of your concerns so that these issues can be addressed.

In a Utopian society we wouldn't have any problems to deal with in the first place. But in today's world, unfortunately, they do arise. By working together we can minimize the effects these problems can cause.

**Jeana Hillerich**  
Customer Service Manager



## Who's Who at Accu-tec International?

### **Jim Fleming**

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Jim started at Accu-tec as a temporary employee in 2006. He was brought on board to help us move our facility from College Park to our new location on Dixie Highway. It was soon discovered that Jim would be a good fit for Accu-tec and its customers through his hardworking attitude and his dedication to getting the job done correctly the first time. Jim was offered and accepted a full time position in late 2006 and has been an asset to Accu-tec and its customers ever since. His primary responsibilities include pulling products out of stock and feeding them to



the production room in order to build the finished products our customers have ordered. This can be a daunting task when there are 16 production lines running and there may be up to 100 different part numbers to keep straight and make sure they wind up on the correct production line.

Jim has also taken it upon himself to develop a system for keeping things organized in the warehouse when products are received in. He is the guy that everyone goes to when looking for parts, he knows where everything is without having to look it up in the inventory system. You could say Jim has a photographic memory of most things in the warehouse. He is always eager to help and is truly a valued member of the Accu-tec team. Thanks Jim!

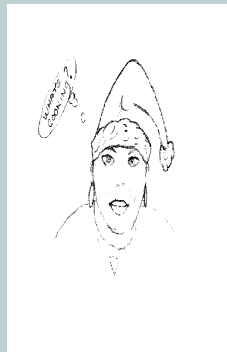
**Charles (Rusty) Green**  
Warehouse Manager



## Who's Who at Accu-tec International

This month instead of featuring a production employee I would like to introduce you to our QC lady.

Her name is Jeanne Peak and her game is keeping our quality at 100%. She has been with our company for 5 years and is the most anal person I've ever met. With a perfect attendance record nothing gets by her. Jeanne assures that the continuous production of products is consistent with the highest quality standards. Performs in process inspections hourly, retains samples daily and efficiently keeps all records and spreadsheets up to date.



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As an added bonus Jeanne is a wonderful cook. She is always cooking for birthdays or just to be nice. For my birthday she made a Black Bean Chili that was fantastic. She also coordinates our employee potluck dinner that we do for Thanksgiving. Making sure everyone brings a dish and takes care of setups and cleans up. This year she is bringing baked sweet potatoes that sound yummy. Besides cooking she is always looking for little things to make our life easier on the production floor.

Jeanne is friendly and outgoing, reminds me a lot of Mrs. Santa Claus.

Jeanne sees our vision to exceed our customers' expectations with a diversity of superior packaging products and services, value beyond cost, exceptional quality, and fulfillment of our commitments as her goal.

Thanks for keeping us in line Jeanne and Happy Holiday's to our customers and Friends.

**Patty Bentley**  
Production Manager



## What Accu-tec Does Fills the "unmet" needs of our customers

From the beginning of the company when Jeff Davis met the need of a customer by building the wooden packaging frames for the appliance manufacturer who was suffering from poor quality, production, and delivery problems. We have repeated the process several times over the last 20 years by filling some of these needs for other customers.

\*) Need – Customer needed a test kitchen setup to test their products, we were able to meet this need by setting the kitchen by running electric, gas, fans and installing 12 ovens up over a weekend and were testing the customer product by Monday.

\*) Need – Customer need a metal medallion glued on to a drinking glass, we were able to find and test special chalking that would glue the medallion and could be washed in a dishwasher.

\*) Need – Customer had a large semi-permanent floor display with several different products in it that they had issues in stocking the display after it was set up in the store, we were able to redesign the floor display with modules of the different products and be able to ship the modules to the store, the store had to only replace the modules that were needed.

\*) Need – Customer had a need of small run printed boxes, we were able to buy, install and print on a Flexo Printer to meet this need of the customer small run boxes.

\*) Need – Customer needed a process to able to produce multi-product skids that could be loaded in full truck qualities for DC's that could be cross docked at their customer, we were able to create a computer program that would let us take information from our customer and information for their customer to create picking sheets that would let us pick the pallets per store then per DC so it would create full truck loads.

These are only a few things that Accu-tec does above the normal contract packaging that people perceive us to be.

**Roy Kraemer**  
Vice President / General Manager



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## ACCU-TEC PERSONNEL NOTES

### December Birthdays

Brandon Peters	12/02
James Fleming	12/04
Kirandeep Dhani	12/12
Sheila Lockhart	12/12
Valencia Jones	12/16
Mercy Opoku	12/16
Christine Desnoyers	12/18
Ron Kepley	12/23
Art Frye	12/25

### December Anniversaries

Mandeep Sidhu	12/18 - 8 years
Jeet Brar	12/18 - 2 years
Surjit Kainth	12/18 - 2 years
Matilda Oduro	12/18 - 2 years
Rafika Sadek	12/18 - 2 years
Stacy Spencer	12/03 - 1 year

## OFFICE DOCUMENTS – WHAT PROGRAMS DO I NEED AND HOW MUCH \$\$\$ IS IT GOING TO COST ME???

We seem to rely more and more on office programs such as MS Office's Excel, Word, Power Point, and Outlook to name a few. As these programs evolve we are faced with several issues; cost of upgrading, license, compatibility, etc. from an IT standpoint it becomes a real headache. All everyone wants to do is open the file that was sent to them for review/updating. [Open Office](#) has a solution and not only is it free it is compatible with MS Office 2007, MS Office 2008 for MAC users, and all other popular office applications. Another great feature is the fact that [Open Office](#) has teamed up with [Portable Apps](#) which is a just what it says. These open source programs have been condensed to run directly from a flash drive eliminating the need of constantly carrying your laptop with you in some cases. Although the [Portable Apps](#) version 3 is still in Beta testing I have read that it is scheduled for release in the next week or two. I know what you are thinking "another program to learn", with an overall similar interface to a Microsoft's version learning/training should be minimal if not null.

Finally something that works across multiple operating systems, it is practical, and is in the price range we are all looking for.



#### Convenient

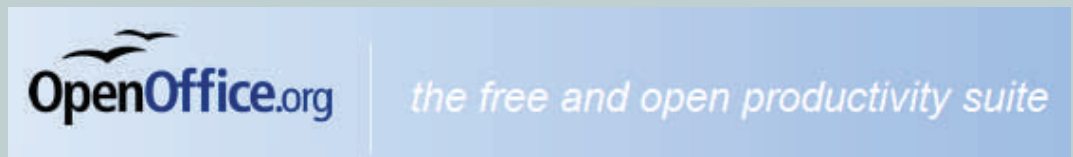
Now you can carry your favorite computer programs along with all of your bookmarks, settings, email and more with you. Use them on any Windows computer. All without leaving any personal data behind.

#### Open

PortableApps.com provides a truly open platform that works with any hardware you like (USB flash drive, iPod, portable hard drive, etc). It's open source built around an open format that any hardware vendor or software developer can use.

#### Free

The PortableApps.com Suite and Platform is free. It contains no spyware. There are no advertisements. It isn't a limited or trial version. There is no additional hardware or software to buy. You don't even have to give out your email address. It's 100% free to use, free to copy and free to share.



[OpenOffice.org 3](#) is the leading open-source office software suite for word processing, spreadsheets, presentations, graphics, databases and more. It is available in many languages and works on all common computers. It stores all your data in an international open standard format and can also read and write files from other common office software packages. It can be downloaded and used completely free of charge for any purpose.

Danny Williams  
IT Manager  
Accu-Tec International





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## Questions, Comments, or Feedback

*We at Accu-Tec International take great pride in our work, customers, friends, associates, and business partners. For that reason we are incorporating this section as another enhancement in the opportunity to contact us regarding general questions, comments, or feedback. This will be reviewed by our management staff as they come in. The option to fill out the Request for Quote (RFQ) on our web site is still available at <http://www.accu-tec.com> or call us directly for one on one assistance. We look forward to hearing from you.*