

Dennison

Dennison Stationery Products Company Framingham MA 01701-0344

QUICK! MEMO

REORDER # 47-223 MADE IN U.S.A.

TO DLE
DPN
EAP
RJH
AES
JWL
JRH

CLWH
G. BONHAM

FROM L.T. WORKS



SUBJECT: OVERTIME FOR HOURLY EMPLOYEES

REPLY NECESSARY

☐ YES ☒ NO

DATE: 11/20/92

FOLD ↑

IN AN EFFORT TO CONTINUOUSLY REDUCE THE REFINERY'S
OPERATING COST WE MUST CONSTANTLY PLAN OUR WORK AS
EFFICIENTLY AS POSSIBLE. SOME ACTIVITIES AND EVENTS ARE
BEYOND OUR CONTROL AND WE MUST ACT ACCORDINGLY.
HOWEVER, THE MAJORITY OF OUR WORK MAY BE PLANNED
AND WE MUST MAKE EVERY EFFORT TO DO SO. WE

PLEASE REPLY TO

→ SIGNED

REPLY

MUST CONTINUE TO SUPPORT THE REFINERY AS REQUIRED BUT
ALSO ATTEMPT TO MINIMIZE THE AMOUNT OF OVERTIME

FOLD SPENT IN DOING SO. THANKS FOR YOUR HELP CONCERNING
THIS MATTER.

CC J.T. CLINE

DATE

SIGNED

L. J. Wicks

SEND PARTS 1 & 3 INTACT. PART 3 IS RETURNED WITH REPLY.

REORDER # 47-223

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