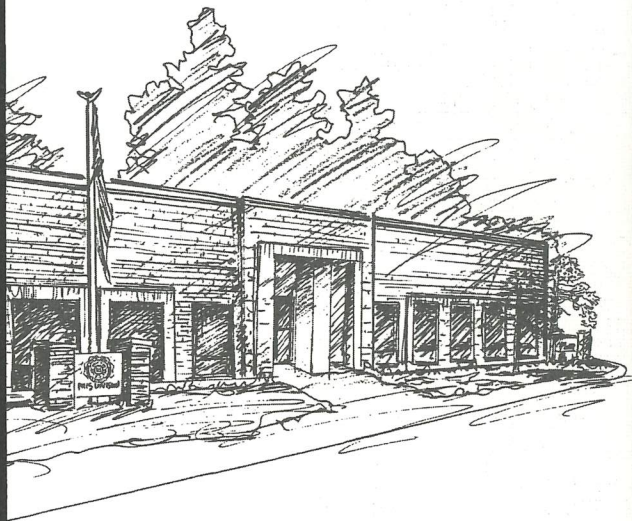




OPEN  
HOUSE  
May 1, 1991





#### ACCOUNT SERVICES

- Day to Day Client Contact
- Strategic Planning/Creative Development
- List Research and Recommendations
- Budget Status
- Backend Analysis

#### FINANCIAL

- Accounts Receivable and Payable
- Invoicing
- Company Financial Reports
- Personnel
- Payroll
- Building Management

#### CREATIVE

- Creative Development/Strategic Planning
- Design and Layout
- Copywriting and Editing
- Desktop Publishing
- Mechanical Preparation
- Type and Stats
- Photography and Illustrations

#### PRODUCTION

- Creative Development/Strategic Planning
- Job Scheduling, Trafficking and Estimating
- Mechanical and Proof Approval
- Press Checks
- Data Processing Specifications and Execution
- Personalization Specifications, Proofs, and Execution
- Bindery and Lettershop Management
- Postal Requirements and Permits

## PROGRAM

- |           |                   |                               |
|-----------|-------------------|-------------------------------|
| 3:30-4:15 | Building Tour     |                               |
| 4:15      | Dedication        | Robert W. Spanogle            |
|           | Welcome           | National Adjutant             |
|           | Remarks           | Robert S. Turner              |
|           |                   | National<br>Commander         |
|           | Flag Raising      | Roy W. Howard                 |
|           |                   | National Sergeant-<br>At-Arms |
|           | Dedication Prayer | Michas M. Ohnstead            |
|           |                   | National Chaplain             |
| 4:30      | Group Photo       |                               |
| 4:45      | Buses Depart      |                               |



Production Fulfillment  
and  
Computer Services  
for  
Direct Marketing

#### DATA ENTRY

- Strategic Planning
- Data Entry
- Small Data Processing and Personalization Jobs
- Response Processing and Fulfillment

#### LETTERSHOP

- Cheshire Labeling
- Machine Insertion (including Matching)
- Hand Insertion
- Fulfillment of Orders and Premiums
- Postal Sorting and Delivery
- Warehouse Management



## MIS DIVISION

- Management of AS/400 Interoffice System
- Management of Mainframe Operations
- Strategic Planning
- Database Management
- Merge/Purge
- Zip+4 and Carrier-Route Assignment
- Postal Sort
- List Coding and Manipulation
- Cheshire Label Printing

### AMERICAN LEGION DATA ENTRY

- Data Entry of New Members
- Data Entry of New Members from Direct Membership Solicitation
- Name/Address Changes and Deletions
- Fundraising Processing and Data Entry

### AMERICAN LEGION EDITING/BATCHING

- Open Incoming Mail and Check Information
- Sort and Batch Mail for Data Entry
- Member Information Services
- Troubleshooting

## GETTING AROUND

### COMMON AREAS

- A - Entrance & Lobby
- B - Conference Room
- C - Breakrooms & Kitchen

### MIS DIVISION

- D - Entrance and Executive Offices
- E - Operations
- F - Computer
- G - Records
- H - Forms
- I - Scanner
- J - Tele
- K - Image
- L - Data Entry
- M - Editing

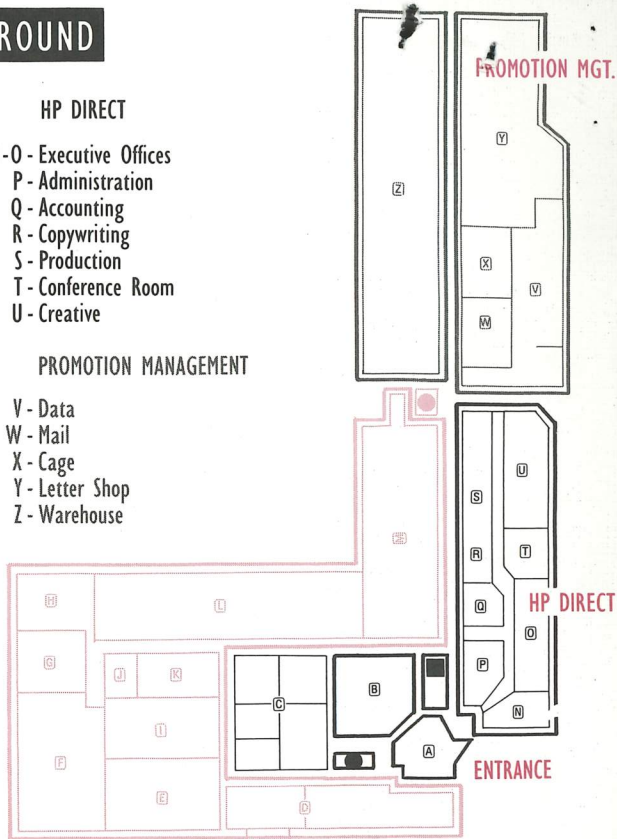
- RESTROOM
- COPY MACHINE

### HP DIRECT

- N-O - Executive Offices
- P - Administration
- Q - Accounting
- R - Copywriting
- S - Production
- T - Conference Room
- U - Creative

### PROMOTION MANAGEMENT

- V - Data
- W - Mail
- X - Cage
- Y - Letter Shop
- Z - Warehouse



MIS DIVISION