



July 26, 2016

To: All Action Mechanical Employees

RE: Employee Suggestion Form Program

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In an ongoing effort to improve our company and our employees, Action Mechanical is pleased to announce beginning October 1<sup>st</sup>, we will participate in an Employee Suggestion Form. This form is open to all employees and can be submitted quarterly. This provides you the opportunity to improve and benefit our company and our customers.

Suggestions that identify specific problems or opportunities and propose suitable solutions to enhance Action Mechanical's efficiency and effectiveness will be provided cash awards. Cash awards will be authorized each quarter for employees whose ideas are adopted and implemented or result in measurable dollar savings.

Cash awards are based on the best idea each quarter. The winner will receive \$500. An employee suggestion form is attached for your use. Upon completion of this form, please submit to the following: [awright@action-mechanical.com](mailto:awright@action-mechanical.com) or [celliott@action-mechanical.com](mailto:celliott@action-mechanical.com).

We look forward to your participation in this program and the success we anticipate it will bring.

Sincerely,

Alan P. Wright     Clint Elliott

Post Office Box 23069 Barling, AR 72923  
Voice 479-452-5723 Fax 479-452-5931  
[www.action-mechanical.com](http://www.action-mechanical.com)



**Employee Suggestion Form**

To: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Suggestion Description: (Describe Improvements and explain how your suggestion will benefit our organization or the customer)

Check only one that applies to employee suggestion

- Increase Revenue
- Process Improvement/Safety
- Improve Productivity/Quality
- Cost-Saving Idea
- Other

If extra space is needed, you may attach one additional page for suggestion and cost savings description

(If your suggestion is a cost-saving idea, please try to estimate the customer or company savings)

Estimated Cost-Savings \_\_\_\_\_

Employee Signature \_\_\_\_\_

**Review (for company use)**

Management Quality Group Initial Review, Comments and

Next Steps:

Estimate of Cost Savings: \_\_\_\_\_

Cost to Implement \_\_\_\_\_

Detail: (Estimate of Cost Savings)

Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_

Approved (Management)

Disapproved (Management)

Date to Implement: \_\_\_\_\_

\_\_\_\_\_  
Approver's Signature

Date Paid: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

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