

FROM: The Office
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TWO-SIDED OFFSET SAVES

While we did nothing unusual during the past year, we did place special emphasis on reducing paperwork costs through our printing department. We installed a two-sided offset press and conducted a campaign to encourage our employees to permit printing on both sides of a sheet of paper instead of only one side as heretofore. We estimate annual savings in paper consumption of about \$9000, with no estimate made of postal savings or filing space released.

✓ I think the increasing emphasis being placed on records management offers the greatest potential for improving office efficiency. Having a streamlined records retention and retrieval program coupled with constant surveillance of filing equipment and methods will go a long way toward eliminating office bottlenecks. ---MARION P. MORRISSETT, Administrative Services Director, Whirlpool Corp., Benton Harbor, Mich.