

# "In the Gutter"

## Welcome to our company newsletter!

Hello all and welcome to the relaunch of MGI's monthly newsletter. A new edition will be released each month to keep everyone informed on the ins, out and all arounds of MGI. This will be an easy way for everyone to stay informed on things such as company policy, safety training, company accomplishments ect. Please be patient in the first few months as we figure out the best way to produce this resource for everyone in the most beneficial manner.

## -Monthly Safety Training-

Each month you will be provided with new industry driven safety training. This will allow everyone to work in a safer work environment and avoid injury that can result in lost work time. This month we will be covering current Covid-19 related issues. Below are links to our company's policy as well as OSHA guidelines

<https://www.michigangutters.net/employee-downloads/covid19-information/>

<https://adms.apps.lara.state.mi.us/File/ViewDmsDocument/13380>

[https://www.michigan.gov/documents/leo/leo\\_miosha\\_COVID-19\\_Emergency\\_Rules\\_705296\\_7.pdf](https://www.michigan.gov/documents/leo/leo_miosha_COVID-19_Emergency_Rules_705296_7.pdf)

[https://www.michigan.gov/documents/leo/leo\\_miosha\\_c19\\_workplace\\_guidelines\\_construction\\_690394\\_7.pdf](https://www.michigan.gov/documents/leo/leo_miosha_c19_workplace_guidelines_construction_690394_7.pdf)

<https://www.youtube.com/watch?v=P9R8WDdZ8mw&feature=youtu.be>



## Michigan Gutters Inc.

### Birthdays & Anniversaries

Bryce turns 37  
(2-19-21)

HAPPY BIRTHDAY BRYCE!!!

Chuck celebrates 7 years of service at MGI !!  
(2-3-21)

CONGRATULATIONS CHUCK!!

### "Atta Boys" January 2021

-Stivani Job-

Great work and congrats to the crew of Eli, Gordon, Michael and Blake!!

-Larson Job\_

Great work and congrats to the crew of Chris and Jordan!!



**Michigan Gutters Inc.**

## New Sticker/Advertising Policy

In the near future crews will be provided with new business card like company stickers. These will be apart of new installs. These stickers will serve multiple purposes. If there is an issue with their gutters this will be an easy source for the client to contact us . Secondly, if a potential client purchases a home we have installed gutters on it informs them who did the gutter work and how to contact us.

-Install on a DS near an entrance to the home on the entrance side of the DS

---

### *The Why-*

*Following these guidelines will help maximize MGI's profit on repairs and help create new business in the future.*

---

## Repair Forms: "The How & Why"

As you all know we introduced a new Repair/Service Call form recently This new form was made to streamline the entire process from start to finish. The office portion allows the office staff to provide the most information possible so the Tech(s) on the job can perform their work in an efficient manner. The yellow portions are equally as important. The Tech needs to fill this portion out in its entirety. This information allows the job to be billed correctly, maximizing the income generated from the job. This new form allows both office staff and techs in the field to work together in maximizing the efficiency of our service calls.

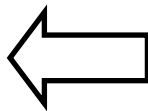
## Do's & Don'ts

Each month this section of the newsletter will be dedicated to highlighting technical procedures in the field. These are items or actions that are missed during installs. They result in warranted service calls and hinder MGI from maximizing income on jobs.

This month we are covering an important detail when installing Armour Guard. Due to the way it is built this cover needs to be cut back and installed with a custom endcap/flashings in order for the gutter to continue to operate correctly in catching water. If it is not the client will experience drips/leaks at the end of the gutter run. Please see the pics below that illustrate the incorrect then the correct method of the installation.



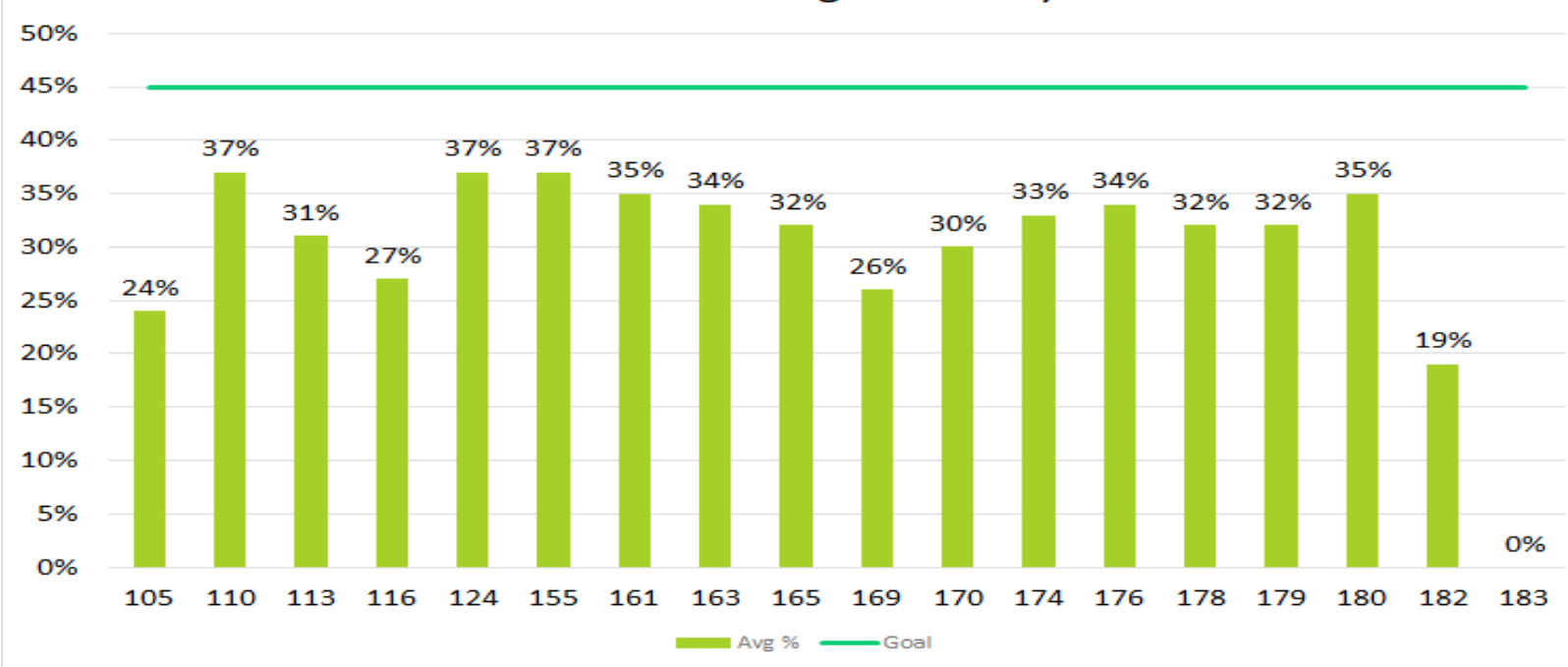
**D  
O  
N  
T**



**DO**



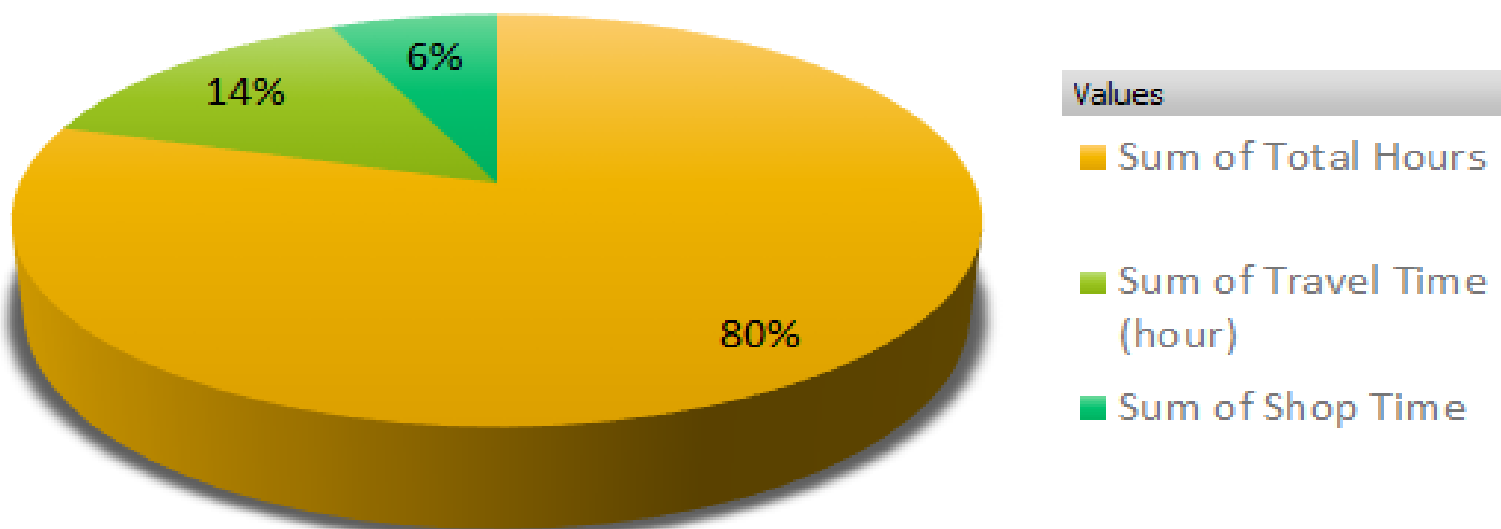
### December 2020 Average Net % by Installer



A net percentage of 45% is the target number for MGI jobs to maximize profitability. While the Net % (profitability) is often heavily influenced by the installers there are times that other outside factors have an impact on this number. This figure reflects the success of the company as a whole; from the call to set up an estimate to the final walk through with the foreman after the installation.

Sum of Total Hours   Sum of Travel Time (hour)   Sum of Shop Time

### December 2020 Hour Breakdown



2020 Jobs					
Installer	Number of Jobs Over 45%	Number of Jobs Over 40%	Total Jobs	Percentage of Over 45%	Percentage of jobs Over 40%
105	65	90	169	38%	53%
110	42	70	246	17%	28%
113	54	85	213	25%	40%
116	38	62	164	23%	38%
124	60	83	183	33%	45%
155	91	157	336	27%	47%
161	32	61	152	21%	40%
163	104	210	423	25%	50%
165	53	82	179	30%	46%
169	106	209	393	27%	53%
170	39	73	178	22%	41%
174	36	54	179	20%	30%
176	39	68	165	24%	41%
178	16	35	93	17%	38%
179	13	18	52	25%	35%
180	5	9	45	11%	20%
182	7	12	27	26%	44%
183	0	0	0	0%	0%
184	0	0	0	0%	0%

