

"In the Gutter"

Welcome to our company newsletter!

Hello all and welcome to MGI's monthly newsletter. A new edition will be released each month to keep everyone informed on the ins, outs 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 etc.

-Monthly Safety Training-

This month we will be covering eye safety. It is imperative that while working in the field or in the shop that employees are wearing eye protection when they are performing duties that put their eyes in danger.

Some examples would be when cutting, grinding or sanding any type of gutter material that could possibly shear or shard and make contact with an employees eye.

Please click the links below to review eye safety protocols to follow.

<https://www.allaboutvision.com/safety/eye-safety-basics.htm>

https://www.michiangutters.net/media/uploads/Employee/Safety/safety_talk_eye_protection.pdf



Michigan Gutters Inc.

-Birthdays & Anniversaries-

Carrie turns 40 !!

(3-8-21)

Happy Birthday Carrie!!

Bryce celebrates one year of service at MGI!!

(3-23-21)

Congrats Bryce!!

-"Atta Boys"/Kudos February 2021-

Michael Skiles

-Received kudos for his diligent work while handling a multitude of tasks outside his normal scope of work around the office/shop.

-"Atta Boys" Drawing Winners-

December: Jason Ball

January: Blake Fitzek

February: Gordon Boomer



Michigan Gutters Inc.

Change Report

“How and Why”

CHANGE ORDER -- IF THE INSTALL AMOUNT DOESN'T MATCH THE ESTIMATE - ENTER HERE AND DETAIL WHY THERE WAS A CHANGE!!

If change due to additions, subtractions, or estimator error (please indicate)

Date

Change to original estimate

If changes, was customer notified?



All change orders must have an approved amount prior to installation by estimator or office

Who did you speak with regarding this change?



Amount Quoted and APPROVED by
Homeowner/Contractor

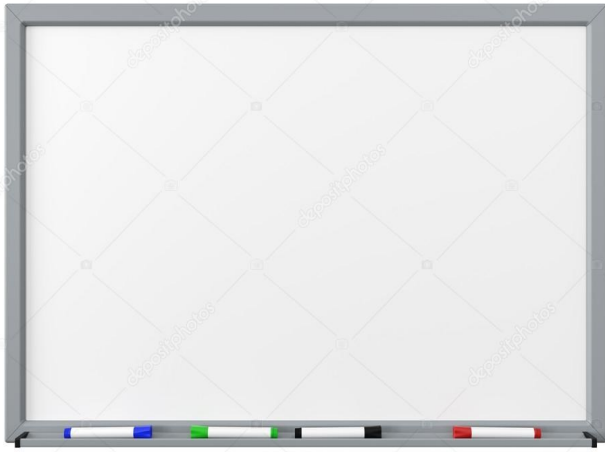


To expedite the invoicing process, this can be one of the most important things you can fill out on a job. ANY AND ALL changes made, MUST be approved by homeowners or builders, and communicated with the Estimator and Office staff (See yellow stars above). Quotes will be provided to communicate the difference in cost to the homeowner/builder. If the amount of product installed does not match what was estimated, enter the reason here. If it looks like a mismeasure, reach out to the estimator to discuss. This section must be filled out in its entirety.

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 responsibility of the crews making order requests. It is imperative that things are written on the board when crew members need Jay to pick materials up for jobs. Jay will be doing the shopping/ordering on Fridays. As we approach the busy season this becomes even more important as we want to maximize work time in the field. Stops for odds and ends on the way to the job obviously hinders us from achieving that goal.



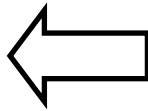
**D
O
N
T**

Tech: Joe can I get a PO for xyz?

Joe: Why didn't you write it on the board and have Jay get it Friday?

Tech: Sorry man I forgot but I need it for my job today.

MGI Work Productivity For the day goes:



DO



ORDER!

3" screws!

SELF TAPPERS

5" terratone endcaps

Torch/Propane Tanks

7/14 Strainers

Clear Caulk 7/23

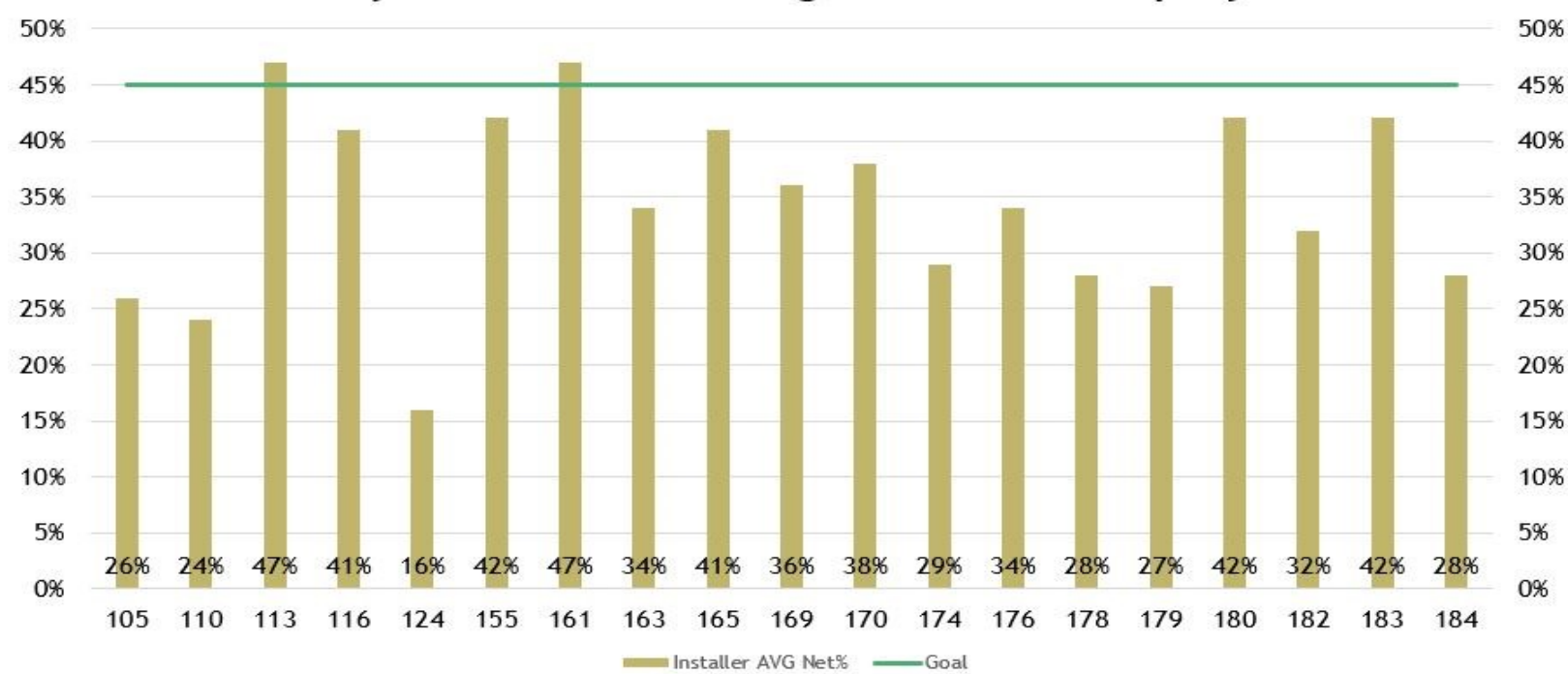
G. GREEN PARTS

- RECOIL SPRING FOR BLACK GENNIE
BRIGGS + STRATTON

8" BRACKET

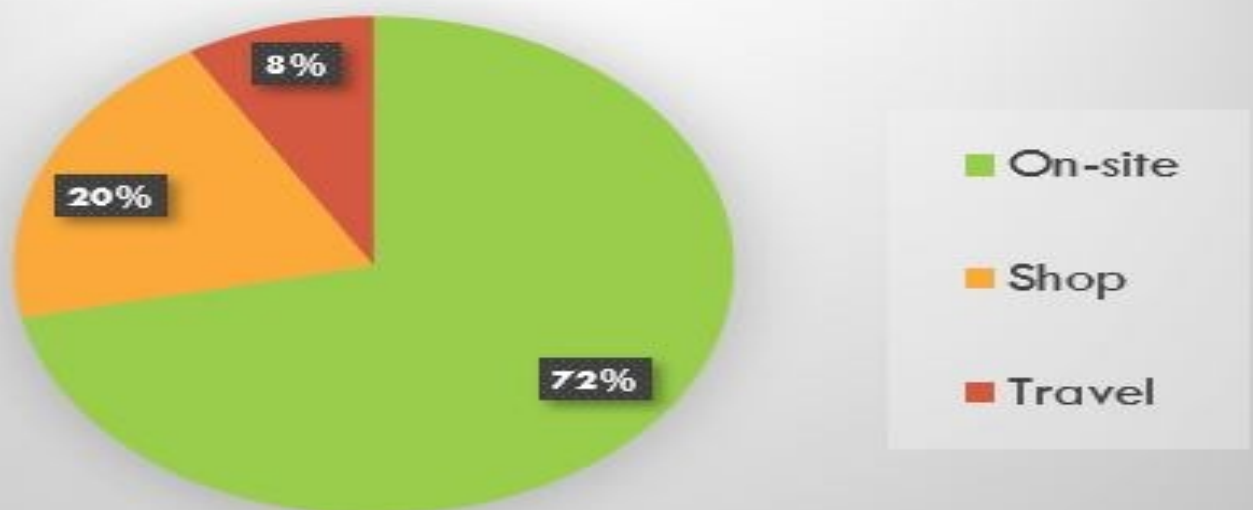
ack 2x3 pipe
each Red Pipe

January 2021 Installer Average NET % and Company Goal



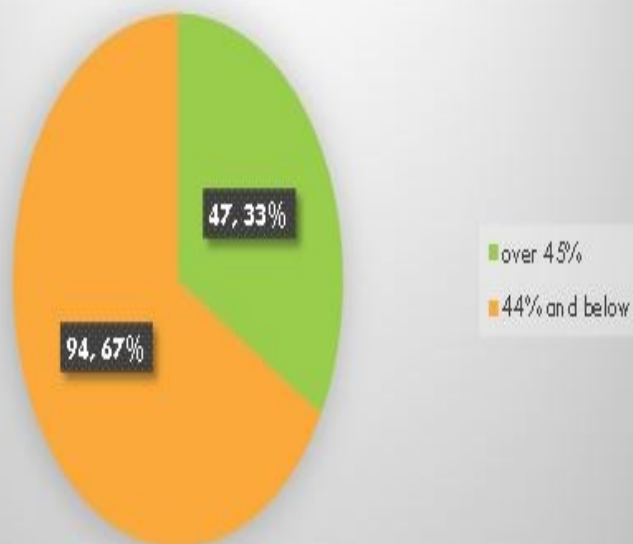
A net percentage of 45% is the target number for MGI jobs to maximize profitability. While the Net % (profitability) is often heavily influenced by the installers there are times that other outside factors have an impact on this number. This figure reflects the success of the company as a whole; from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

January 2021 Hour Breakdown



11797' Of gutter installed/completed in January 2021

Jobs Percentage Above and Below
45%



Number of Jobs 45% and up by Installer

Installer	# of Jobs
105	1
110	5
113	11
116	9
124	1
155	9
161	11
163	8
165	6
169	10
170	1
174	4
176	7
178	1
179	5
180	9
182	5
183	7
184	5