



## SHARPLINE MISSION

To be the leader in the field of designing / developing / marketing and manufacturing graphic image products. Through team cooperation and superior service, build a safe, secure, and profitable business for the benefit of all employees and customers.

## SHARPLINE QUALITY STATEMENT

Sharpline is committed to continuous quality improvement of product and process through the review of Sharpline goals, preventative actions and corrective actions. Management shall ensure that the importance of meeting customer, as well as regulatory and legal requirements, is effectively communicated to the organization.



## Retirement of Greg Duchinsky

With a remarkable 37+ years at Sharpline, Greg Duchinsky, our Marketing Director, officially retired on August 9, 2023. We extend our appreciation for his commitment, dedication, and the exceptional service he has provided to our company and its people. Congratulations on a well-deserved retirement, Greg!



# Thanksgiving

Sharpline will be closed for 2 days for the Thanksgiving Day Holiday and will pay 16 hours holiday pay to all eligible employees.

We will be closed on Thursday, November 23rd and Friday, November 24th.

**2nd Shift** employees who normally work 10 hour shifts will work 8 hours Monday - Wednesday

**Weekend Shift** will be off Friday, November 24th and will work the normal scheduled shift on Saturday, November 25th and Sunday, November 26th.

# Holiday Schedule



# Birthdays

Jeremy Russell	9/02
Patrick Lane	9/03
Teuanechit Banh	9/04
Thom Rinkenberg	9/05
Jocelyn Kellogg	9/08
Jazmine Paul	9/09
Fabiola Aguilar	9/10
Maria (Lupita) Avalos	9/10
Sara Bandasack	9/15
Pedro Nava	9/16
Debbie McDonough	9/16
My Linh Phung	9/18
Tim Stark	9/18
Mark Gutierrez	9/19
Paul Mayfield	9/19
Achily Speer	9/19
Magnolia Artea	9/20
Devora	
Justin Trammel	9/22
Olga Lemus	9/23
Michael Shields	9/26
Le Diep	9/27
Michael Carroll	9/27

September

Jose Facio	10/03
Antonio Perez	10/04
Eva Delgado	10/06
Derek Jackson	10/08
Delmy Garcia	10/10
Dominique Oupkeo	10/10
Raghib Nofli	10/10
My Hanh Tran	10/10
Juan Bailon	10/11
Bri Perez	10/12
Linda March	10/15
Jacque Rutledge	10/16
Minh Nguyen	10/16
Net Bui	10/16
Savannah Kennedy	10/16
Kiet Ngo	10/17
Thuy Nguyen	10/18
Marilyn Hess	10/20
Alisa Mai	10/20
Lina Joslin	10/26
Janet Cowen	10/26
Jeremy Price	10/29
Alex Johnson	10/30

October

# Anniversaries

## 5 YEARS

Ngo Vu 09/24  
Antonio Perez 10/29

## 40 YEARS

Eric Snyder 10/24

## 30 YEARS

Buffy Osborn 09/13  
Pam Johnson 09/20

## 1ST SHIFT

Kerita Doster – Art, St. Pete  
Stephanie Kocalis – Inventory  
Alexander Johnson – Graphic Structures  
Carly March – A&E Sales  
Gabriel Gifford – Screening  
Phi Hoang – Screening  
Thi Anh Tran – Finishing

## New Hires

As of Monday, September 11th, 1st shift has gone 86 working day(s) without a reportable injury. 2nd, 3rd, and Weekend shift have gone 151 days.

## Safety Bingo Winners:

### 1st Shift

Sandra Gonzalez – Express Graphics	\$100
Felicitas Avalos – Crystal Cap	\$125
Son Pham – Finishing	\$125
Thuy Nguyen – Finishing	\$150

### 2nd Shift

Net Bui – Finishing	\$175
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## Safety Bingo

# Sharpline OTC



Past 4 Weeks

OTC GOAL - 95%	97.97	97.20	97.52	96.17
AUTO BACKORDERS < 25	7	2	3	1
CM ORDERS % > 28 DAYS	81.7	79.1	93.5	88.8
CM ORDERS % > 42 DAYS	38.1	26.3	31.1	8.2
CM ON TIME GOAL: > 95%	99.21	99.46	99.37	99.61
YIELD GOAL: 97%	95.8	86.5	93.6	94.3

## Tips for Improving your health

### ***Bed by 10:00pm***

If you stay up much beyond that, you'll feel a "second wind!" which, most people mistake for an energy boost. What it really is, is the body processing all the foods, thoughts, emotions, tasks, etc., from the day (between 10pm-2am) which is crucial for the body's restoration and rejuvenation. You might feel quite happy being a night owl until it creates sleep disturbances, moodiness, lethargy, lack of focus, scattered mind, anxiety, constipation and more. You might chug more coffee, you might overeat and for sure you're not waking before the sun. Sleep irregularity or poor sleep is a major factor in many psychological and physical imbalances. And you won't have any energy.

### ***Wake before Sunrise***

If we rise before the sun, which is the energy of movement — we will have good energy all day long because that vibrant energy stays with us throughout the day! We will also be plenty tired by bedtime. So, unless you are sick, elderly or a child, wake up in the dark! It's recommended to become a healthy person and waking early is also a sign of a healthy person. Even 10-20 minutes before sunrise will work.

### ***Small dinner no later than 7:00pm***

If we eat a decent lunch, we won't be starving at the end of day and a small dinner will be all we need. In addition, our digestive fire is not strong in the evening — it's getting ready for the night fast, so lots of food for dinner is no bueno because our digestive fire will not use it. That old food will sit around until morning and if we don't let our digestive fire catch up, we can end up with a stock pile of old food. This can cause weight gain, and make it tough to wake up in the morning because all the undigested food brings heaviness to the mind and body and can cause toxins. Heard of intermittent fasting? This is a similar idea. Let digestive fire burn/use all the food before we sleep.

### ***Move at least 15 minutes every day***

Every single day. At least 15 minutes or as much as 30. We don't need to over-exercise. This practice changes one's mindset and boosts energy almost instantly! The fastest way to change our mind is to move our body. It changes everything — you will feel 1000x more energized, clear headed and happier, which leads to a bunch of other positive changes. We are made to move daily!! If we don't, the body will break down and stagnate. So, get out there!