

XEROX



LONG BEACH '93

"DARE TO WIN"

TO:

Top Secret

FROM:

Long Beach Partnership

Gary Burket

Claudia Gahafer

Ron Huggins

SUBJECT:

1993 Team Excellence Presentation

DATE:

July 26, 1993

We would like to commend the TOP SECRET team for your enthusiasm and effort. You were chartered by us to enhance the service leads process and your cross functional approach has demonstrated that TEAMWORK can positively impact Business Results. The multi media presentation and your effective use of color in the documentation package was most impressive. The evaluation of results six weeks after launch lead the team into a PSP, a logical part of the QIP process.

For the purpose of scoring a QIP project, the taped presentation inhibited our ability to get inside each of the steps to ask questions. Additionally, we discussed an enhanced MIS during the Q&A session. We look forward to seeing the next MIS package.

Your project is excellent and should enhance the sold revenue performance in our District. We would like to invite you to a breakfast on Friday, August 20th, to recognize your Team for its efforts. Details will follow.

Thank you again and Congratulations for a job well done.