

# THE STANDARD REGISTER COMPANY

*Manufacturer of Record Systems of Control for Business and Industry*

DAYTON 1, OHIO

Are your Paperwork Costs excessive?

Are controls as effective as they should be?

Is information available on time?

These and similar problems are plaguing many businesses today. Paperwork has become a major cost.

Little, if any training in how to eliminate waste, or improve the quality of and efficiency in Paperwork has been available. This lack prompted me to offer a concentrated one-week training program in this field last fall. Twenty-four conferees from twenty companies including some of the best known and most successful in the country participated. They came from points as widely separated as the states of Massachusetts, Georgia, Texas and Washington. Within two months, one conferee reported his conference project had been installed and was saving much more than the cost of the conference each month. Many of the others have made excellent progress.

Originally, I had planned to make this an annual Conference. Because of the enthusiasm of the first group and the unexpected number of inquiries about future Conferences, I have scheduled the next Conference for the week of May 10, 1954. While I am Director of Methods Research for The Standard Register Company, the Conference is entirely independent of the company, but has its full sanction.

Subjects will include the Work Simplification approach and techniques, the problems of and responsibilities for Paperwork, organization of a program and how to develop cooperation and acceptance. Motion study, quality, productivity and work measurement will be discussed as an integral part of the program.

Each conferee is asked to bring a Paperwork problem to the Conference. Groups select projects to work on and apply the techniques studied. The formal and informal discussions of mutual problems are tremendously interesting and valuable. Conferences, lecturers and visual aids will be used in the training. Greater productivity, higher quality, more effective Paperwork at lower cost are the objectives.

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In order to accomplish a great deal in such a limited time, morning, afternoon and evening sessions and project work with supplementary work assignments will be necessary. Two hour breaks for lunch and dinner will allow for relaxation.

The time        May 10 through May 14, 1954

The place        The Edgewater Hotel, Madison, Wisconsin  
(which we found admirably suited to our needs)

The fee            Including materials, room, meals  
First conferee from a company \$325  
Additional conferees \$300  
Deposit with reservation \$100  
Balance due April 20, 1954

The Conference must be small to be effective. Although the last group of twenty-four worked out well, I feel a limit of eighteen or twenty will make it even more productive. The reservations may be made by letter, giving the names and positions of the delegates accompanied by the deposit to:

Ben S. Graham  
Paperwork Simplification Conference  
Tipp City, Ohio

Reservations will be accepted in the order received.

Some companies have completely eliminated twenty, even thirty percent of their forms through this approach. Elimination of the need to hire or replace one clerk would more than pay for three conferees. Each conferee, even from a small company, should be able to save his company several times the investment each year.

Too much Paperwork? Why wait?

Cordially,

Ben S. Graham  
Paperwork Simplification Conference  
BSG/st