

HMF EXPRESS

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HMF Express shipping team delivers!

Here at HMF, we pride ourselves on our superior product and service. After the rest of the team has finished fabrication, it is up to our shipping department to make sure it is protected and delivered on time.

You might even say they are our "last line of defense" in guaranteeing the perfect product.

Brandon Grant has nothing but praise for our shipping team. He explained, "The team is well organized and they all work well together. It is obvious that our shipping department takes pride in their work." This is also evident from their neat, organized work areas to the outstanding attention to detail.

Lately, the shipping team has made several improvements to the accuracy of each shipment. They have put in place a measuring table to make sure Fed Ex and UPS packages are within size guidelines. They are also becoming more aware of properly nesting head loads on LTL shipments. Both of these improvements save our customers on shipping charges and fees.

In addition, our shipping department is really stepping up to ensure that the correct small parts are included with each order.

But it doesn't stop there; they have also started working with our sales team to enter email addresses for some of our shipments so customers



receive automatic shipping notification when the carrier confirms the shipment.

In this department, crunch time is all of the time!

All of the day's work comes down to that crucial time when trucks arrive. Our customers expect this department to get all of the information on every BOL 100% accurate. It is a demanding job remembering all of these details — but we have got a team that is fantastic and they can get it all done. Great job everyone!



It happens every day. . .

A customer called on May 23rd about a lost order. Shannon sent an e-mail at 3:55 in the afternoon to Mark, Jay, JD, and Kathy.

You can imagine how panicked the customer was.

Well, here is where the heroes of HMF Express came in to save the day! Thanks to the hard work of everyone in this building, the order got shipped in time. As a result, we have another satisfied customer!

You guys and gals do a wonderful job every day and we appreciate it!



Employee of the month

This program recognizes exceptional employees like:

Ronald Piner

Ronald is a model employee and gets along with everybody.

Ronald has come up with many ways to make parts to keep us independent of outside sources.



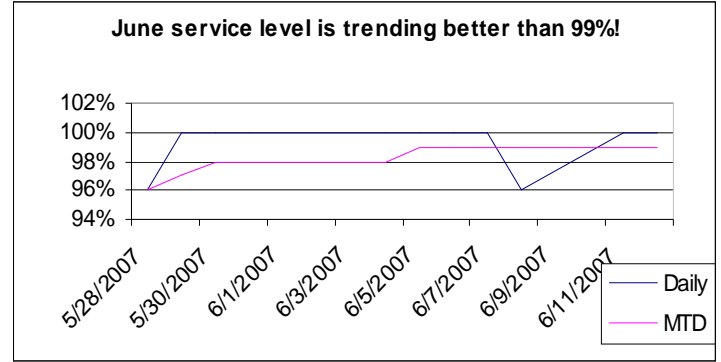
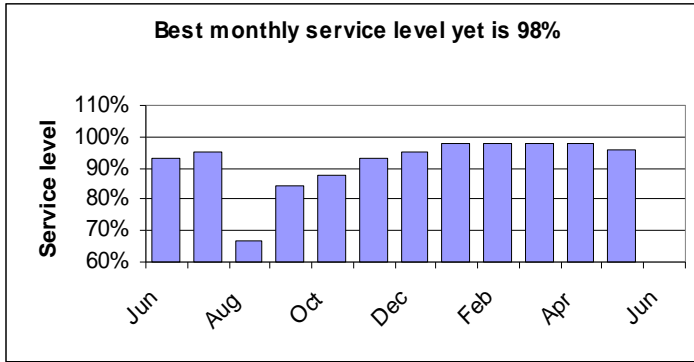
As a quick-ship company we need to be independent where we can react to custom orders. Having our own small parts department reduces our inventory and allows us to react to the many custom orders our customers depend on from HMF Express.

Ronald and his wife Jolene handle the majority of small parts for our entire product line.

Ronald is a dependable employee and very quality conscious. Ronald, we appreciate everything you do for the company and our associates and you're not a bad cook either!



HMF Express service level record is possible in June!



Apply safety topics to your job year round!

It is easy to forget that work is a dangerous place. Unfortunately, the hazardous reality is clear when there is an accident. Don't forget — we review these safety topics during the year so you can apply them every day:

- Bloodborne pathogens
- Confined space hazards
- Electrical safety
- Emergency evacuation, action, and fire prevention
- Ergonomics
- Eye wash
- First aid
- Flammable liquids
- Forklift safety

- Hazard communication
- Lockout / Tagout
- Machine guarding
- Mechanical power presses
- Noise and hearing conservation
- Personal protective equipment

Study the list and voice any concerns you have. In addition, do a better job of house-keeping in your area and support the weekly safety walks. Help out your co-workers, the maintenance team, and the safety committee as we all strive together to stay safe!



See ya' later alligator!

With a twinge of regret we bid adieu to our pet alligator.

The little fella' took up residence in our pond a few weeks back and tried to stay sublime. Once it was discovered, many a HMF Express associate took the time to scout the murky waters for a glimpse of its reptilian hulk.

Steve Adams sent a message to customers advertising a free pet, but in the end it was our local alligator hunter who took the cold blooded overgrown prehistoric lizard. We hope it enjoys its new home far away from our tranquil fishing pond.



Express Requests: All the answers to your employment questions!

Dear Emily;

I heard that when our new insurance started, we all have a Health Savings Account (HSA) with money in each account from HMF Express. Is that true?

*Signed,
Doubtful*

Dear Doubtful;

HMF offered two types of health plans during the open enrollment period. One plan is the same style as last year—with doctor visit co-pays and prescription coverage. We also offered a new plan, called a high deductible health plan (HDHP). This plan doesn't have doctor visit co-pays or prescription coverage until you meet your deductible.

Only if you chose the second plan did you get money deposited into an HSA. When you signed up for insurance you told Maria which plan you wanted for the year. If you are unclear about your plan, or if you have an HSA plan and need help accessing the cash in that account, please see Maria and she can help answer your questions.

May Birthdays

- Michael Merritt—8**
- Kennis McNeal—8**
- James Peoples—9**
- Debbie Davis—20**
- Lowell Waddell—21**
- Anthony Williams—29**