



October 19<sup>th</sup>, 2013

To: Wayne Anderson

From: Christopher Ramsaroop

Subject: Your recent suggestion.

In regards to your suggestion about buying a second photocopying machine, we have decided to maintain one copy machine at this time.

The current machine is placed conveniently in the center of the room. It is also placed near the coffee and vending machine so when the copier is being used, employees would be able to get their morning coffee or an afternoon snack.

The second photocopier will have a person make two trips: one trip to copy their materials and another to get their snack. With one copy machine it reduces the total amount of time away from work-related activity.

People tend to talk while they're walking to go make copies, so we believe that with two photocopying machines it will double the amount of distraction. Use of the second copy machine creates that extra second distraction.

We want to thank you for the suggestion and your cost benefit analysis, but after careful consideration we will stick with the single machine.