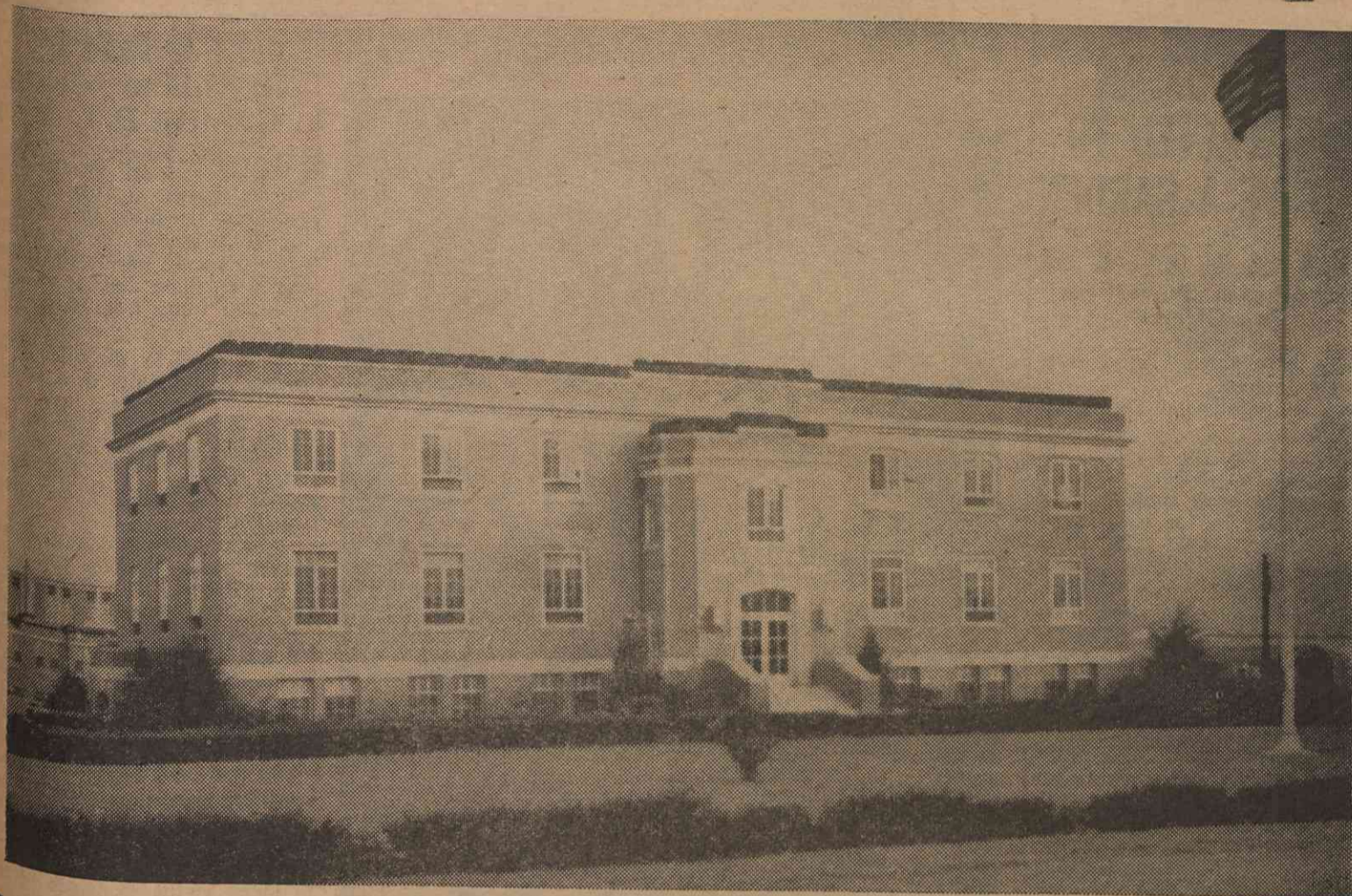


# Here Is A Striking View Of Our Main Office Building



## Comfortable Place In Which To Work

In keeping with the entire plant, our Main Office is modern in every respect and is well equipped with the newest and most efficient types of desks, machines, files, etc. It is indeed an attractive and comfortable place in which to work.

## There's A Beehive Of Activity In These Departments



## 73 Persons Work

**FROM PAGE EIGHT**  
 figured to determine the amount of such items as Social Security, insurance, War Bond subscriptions, hospitalization, taxes, etc. The computations of all these items are necessary to arrive at the final figure before the 1200 pay checks can be made out.

The work of the Payroll Department is now necessarily more involved than under normal times because conditions and requirements today make it necessary to keep many more record books, records of earnings and all deductions. These records must be prepared for required Government reports and for permanent reference for the benefit of each employee. For example, these records are necessary to you in preparing individual Income Tax returns.

A knowledge of plant operations is of inestimable value to the employees in the office so that they may know how their work ties in with the functions of the production departments. Likewise, a knowledge of the operations performed in the office is helpful to the man in the plant.

The Personnel Department is not merely a place where you are interviewed before you go to work. There are numerous other ways in which this department is and can be of help to you. If you have any problem on which the Main Office can be of assistance to you or your job, consult with the Personnel Department and you will be referred to the person who will be glad to help you.

There are 73 persons in the main office.

