

80-1

L. D. MILES
SEDFIELD R. 5 B. 840
EASTON, MD. 21601

Jan 16 1980

Raymond Armatrout, Purchasing Agent
Howard Industries Co
1 North Dixie Highway
Milford Ill. 60953

Dear Mr Armatrout;

In response to your phone suggestion I will make certain suggestions. They are based upon my rather limited knowledge of what the exact need may be. Based upon them, perhaps you can home in closer on just what would be most beneficial.

The purpose of teaching Value Analysis buying Principles to buyers is so that they can make additions to earnings, which they are not now making. This means they will do some things they are not now doing. It is important that management want these contributions, expect them, expect some different actions from the buyers and support those actions. Management and professional people need to know of the buyers larger view of his opportunity to contribute earnings so that, as the buyer develops more knowledge about his purchases they will know its purpose and its benefit.

Suggestions;

meeting with management and professional people to advise them and answer their questions, so that they will understand and approve what the buyers are "trying to do".
about 45 minutes

Session for buyers and their managers in which exact VA buying techniques are taught and illustrated using the overhead projector. The included 10 pages are part of the material to be covered. More examples will be solved with the group.
about 1½ to 1½ hours

If there should be a few top management people who will not be in attendance at the first described meeting, who would like ask questions about it and develop a little "feel" for it, that could be handled at a brief luncheon.

It would be good if it could be arranged in harmony with transport schedules from the Baltimore-Washington airport so that only one hotel night would be required, but if it requires two, it will be acceptable. We live about 2 hours drive from the airport.

My wife Eleanor is my secretary. We always go together. Cost would be \$600 plus expenses for both of us.

Sincerely,


Larry Miles