

DISCOPYLABS

Perfect Original Quarterly

December, 1986

Volume 2, Number 2

Holiday Greetings from the staff of DisCopyLabs

Right - Customers' first contact with DisCopyLabs is Receptionist Joan Westhefer, left, conferring with Buyer Lenora Dun.

Below - Sandra Woodrow, Customer Service Representative, assists customers with their production orders.

Below Right - Accountant Nancy Smith, Vice President Antonia Tu, President Norman Tu, and Account Manager Patti Doherty meet to discuss key company issues.

A TIME TO BE THANKFUL As we approach the holiday season, it is appropriate to reflect how fortunate we are to live and work in the U.S.

Thirty years ago, my family and I arrived in the U.S. from China with only what we could carry. I attended public schools and universities. After having the opportunity to work at Xerox and Hewlett Packard, I started DisCopyLabs. My background illustrates the bounty of opportunity and good fortune available in the U.S.



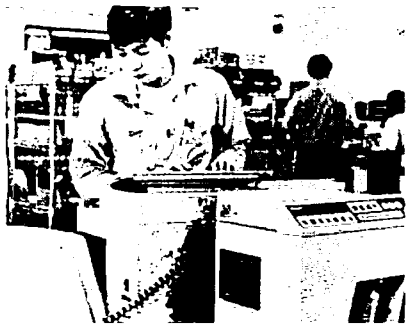
DisCopyLabs represents my personal commitment to work hard to earn your business and respect as your total production company. DisCopyLabs appreciates your patronage and is aware of your importance to our business.

DisCopyLabs strives to be more than just another software duplication company in the Valley. DisCopyLabs aims to be a leader in the industry. Our new FAX equipment is on-line, receiving orders and shipping instructions. The data cartridge duplication service is handling orders, making DisCopyLabs one of the few software duplicators to offer this service. We will continue to respond to customer needs and keep up with technological developments.

Happy holidays from the "perfectly original" staff at DisCopyLabs!



Yuanke Lu



The Complete Software Production Company

Above - Before entering production, diskettes are cleared through certifiers to confirm they meet DisCopyLabs' stringent specifications, with equipment maintained by Technical Specialist Louis Wong.

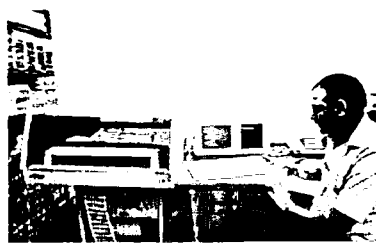
Clockwise from left - Using automated duplication equipment, Phuong Dinh Tran, Beth Chang, and Shipping Coordinator Tony Chanbandith, complete diskette reproduction orders.

Packaging Manager Mary Kung manages assemblers and a computerized inventory system.

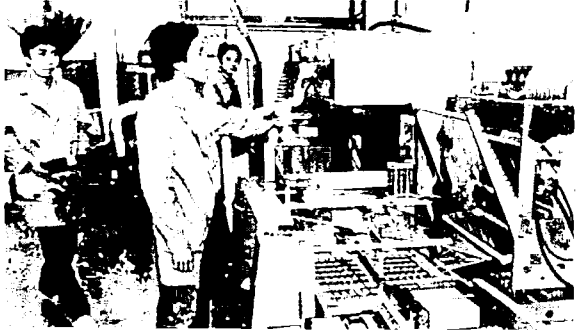
Customers can request that DisCopyLabs produce custom-printed labels, created by Jaipal Sindhu, Labeling Technician.

Ann Liang and other assembly staff set up automated labeling machines to speed orders through the production process.

DisCopyLabs' R & D staff, Raman Marwah and Clay Johnson, provide software support and development and conversion services.



Right - Rows of diskettes and personal computers surround Night Manager Steve Chandler, standing, and his swing shift production and quality control crew, Marge Veraguth, Thelma Badilla, Lorey deGeus and Vincent Wan.



Top - Quality control of duplicated software is the only concern of Manager Steve Chandler, QC Supervisor Lorey deGeus, and Ka Sin Chu.

Bottom - The final production station for assembled product packages is the shrink-wrap tunnel, manned by Vinh Hang, Chau Nguyen and Peter Chak.

Peter Lee, Packaging Supervisor, and Phuong Ngoc Tran, Packaging Lead, coordinate the labeling and enveloping of diskettes and the assembly of package components.

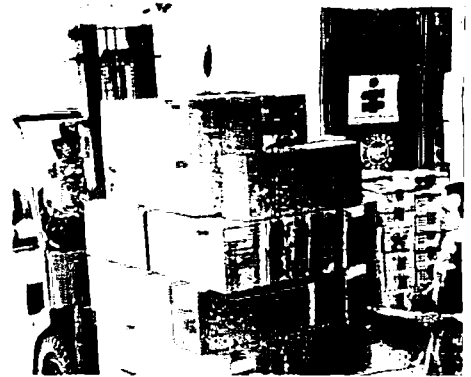


Your Total Production Solution

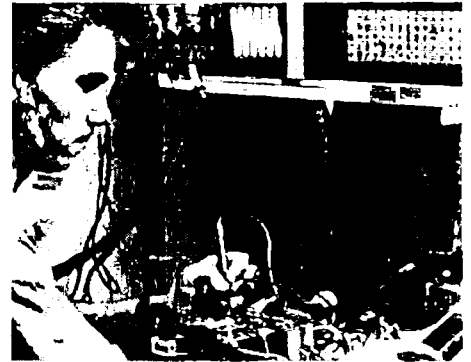
Below - The Fulfillment Division serves as customers' shipping department, managed by Randy Powell, center, with Kevin Tarpey, on the computerized manifest system, and Francisco Paredes, Fulfillment Supervisor, left.



Right - DisCopyLabs stores customer materials, assuring fast completion of packaged products; Dan Thompson, right, manages the warehouse.



Lower Right - Equipment is always ready for production, due to Mark Raintree and his hardware support group.



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SERVICE DIRECTORY

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- | | |
|---|----------------------------|
| ■ Quotation for services and new orders | Patti Doherty |
| ■ Order placement | Antonia Tu
Randy Powell |
| ■ Downloading and conversion orders | Clay Johnson |
| ■ Copy protection and master evaluation | Raman Marwha |
| ■ Shipping and delivery status | Tony Chanbandith |

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