

*Friday January 28, 2005*

=== UMC NEWSBLAST ===

### UMC Core Values

UMC's "STAR Performance" Core Values (**S**afety, **T**eamwork, **A**ccountability, **R**espect, **P**erformance) truly reflect our culture and are instrumental in the achievement of our goals.

→ **This week's STAR Performer:**

*UMC recently received a letter of praise for our team's outstanding performance on the Maple Lane Steam Plant project. (A copy of the letter has been posted on bulletin boards at the main office.) Congratulations to **Steve Russo**, **Rick Hawkins** and the rest of the team for their superb work on this challenging project!*

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### Ring the Bell!!!

UMC is the apparent low bidder on the **Bellevue City Hall Project** with **Lewis Builds**. Nice work Brett Endres, Jon Erickson, Jim Carlson, Nancy Brown, Ted Granston, and all who contributed to this estimate. This is a remodel project to accommodate the City of Bellevue. Tough job with a tight schedule – right up our alley. Good job!

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### In/Out Board

Congratulations to **Jon Ericson**, winner of the In/Out Board design contest! Jon submitted a very thorough proposal with a great design, which you will soon see come to life in our reception area!

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### Email Signature

*A reminder to everyone to maintain a consistent corporate image by using the standard UMC email signature (instructions below). Also, note the addition of the reference to our new web site!*

1. On the TOOLS menu, click OPTIONS, and then click the MAIL FORMAT tab.
2. Click SIGNATURE PICKER, and then click NEW.
3. In the 'Enter a name for your new Signature' box, enter a name.
4. Under 'Choose how to create your Signature', select 'start from scratch'.
5. Click NEXT.
6. In the 'Signature text' box, type the text for your signature (Arial 10 pt), or just copy and paste from below:

**(Your Name)**

*(Your Title)*

**University Mechanical Contractors, Inc.**

***We Build Value***

11611 49<sup>th</sup> Place West  
Mukilteo, Washington 98275-4255

(206) 364-9900 (*tel.*)  
(206) 365-1580 (*main fax*)  
(206) 361-2126 (*bid fax*)

**See our newly designed web site:**

[www.umci.com](http://www.umci.com)

7. To change the paragraph or font format, select the text, click Font or Paragraph, and then select the options you want. These options are not available if you use plain text as your message format.

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