

MONDAY, JANUARY 9, 2017 3:47 P.M.

**EMPLOYEES OUT TODAY:**

EMPLOYEE DIRECTORY: DELIVERY ROUTES: COMPANY CALENDAR:

MONDAY/TUESDAY/WEDNESDAY/THURSDAY/FRIDAY

PINK / BLUE WEEK

ROUTES / CITY

GOOGLE SEARCH \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BWS SITE SEARCH \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OFFICE RESOURCES : Forms and Reference Documents \*\*\* Password Required

WORD OF THE DAY: QUOTE OF THE MONTH:

**LOCAL HEADLINES - TRAFFIC ALERTS**

CHANNEL3000.COM – MADISON.COM -

– BREAKING NEWS - CLOSING ALERTS – WEATHER ALERTS

**NATION NEWS….BREAKING HEADLINES**

CNN - FOX NEWS - YAHOO

– DANE COUNTY – IOWA COUNTY -



**OFFICE RESOURCES**

**OFFICE FORMS:**  **REFERENCE SHEETS:**  **SEARCHES:**

Imaging Batch Log Form (PDF) New Helium Customer (PDF) Sub Dealers

Return Check Form (PDF) Bulk Stations in Use (PDF) Lease Prices

Hold List Delivery Restrictions (PDF) Cylinder Purchase Prices

Customer Name Changes (PDF) **Wisconsin Sales Tax Explained**: Employee Directory

New Gas Form (PDF) Farmers (PDF)

Fax Coversheet (PDF) Repair Shop (PDF)

MSDS Email address Request Form (PDF) Manufacturers (PDF)

Bid Doc with Logo­(.doc) Bio Labs (PDF)

IT End of Month Checklist (PDF) Resale All (PDF)

Machine Rental Equipment (PDF) Hospitals/Clinics (PDF)

CASH-CREDIT Sheet (.doc) Cylinder Rental (PDF)

**Wisconsin Department of Revenue:**

Certificate of Previous Purchase (PDF)

Wisconsin Sales and Use Tax (PDF)

Vacation/Time-Off Request (PDF)

