

## Memo 5 – General Manager

**Subject:** New Paint Booth Info

**From:** Scott Patton, General Manager

Just received the final quote for the new paint booth we are installing, **the PaintTech HeatFlow Pro**, at **\$80000**.

No new plumbing will be required, so we can skip the plumbing permit. However, because this booth is larger than the one installed in 2021, **installation costs will likely increase proportionately**. Equipment rentals are also expected to cost about **33% more** than last time.

On another note, the previous **Cost Baseline Diagram** from 2021 wasn't great, see what you can do to improve it for this upcoming project. Some ideas I have would be to:

- Simplify the visual so the key changes stand out.
- Make important cost changes clearer to the viewer.
- Apply design choices intentionally to guide attention where it matters most.

Here is a reference that might be helpful:

<https://www.storytellingwithdata.com/blog/2017/8/9/my-guiding-principles>

Thanks,  
Scott