

## Memo 5 – General Manager

**Subject:** New Paint Booth Info

**From:** Scott Patton, General Manager

I just received the final quote for the new paint booth we are installing, **the PaintTech Heat-Flow 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, **paint booth and sprinkler 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** I made back in 2021 wasn't great, see what you can do to improve it for this upcoming project. Some ideas I have would be to:

- Highlight the big cost milestones clearly.
- Keep the visual simple and easy to read at a glance.
- Use design choices that naturally guide attention to what matters most.

The intent is a chart that tells the cost story quickly and cleanly, without unnecessary detail. Here's a reference that might be helpful:

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

Thanks,  
Scott