

PREVIOUS CONTRACTS

2009 to present - Beverly Young, ED

Bank First: Insert letters into envelopes and stamp for mailing

Boss Printing: Count papers into stacks of 25; separate layers with colored Paper.

Community Christian School: Collate papers in numerical order per school book.

Dale Rogers Training Center: Test extension cords with 3 outlets with three different outlets types of plugs.

Dale Rogers Training Center: Reseal Holiday Mailer with new snowflake seal.

Dale Rogers Training Center: BBQ bottles, apply 1 label per bottle.

Dale Rogers Training Center: Insert Rubber bracelet and a card into a bag and seal.

Dale Rogers Training Center: Remove old label from Clam Shells.

Dale Rogers Training Center: Place 4 dog biscuits into a bag, seal & box.

Dale Rogers Training Center: Fold chipboard around fan, add popsicle stick as a handle.

Dale Rogers Training Center: Measure 7 different filament wires to 25 ft. in length, coil wires, do not tangle; lay each coil in a bag. Zip tie together, put into bag and

heat seal.

Dale Rogers Training Center: Remove hangers from racks. Sort by width and neck length. Stack on racks. Check for damage & clean hangers.

Dale Rogers Training Center: Fold retail box around Metal Sheet; place price label in white box upper right-hand corner; fold & tape shipper around three retail packs, and place label on front of box.

Dale Rogers Training Center: Nuts & bolts -count & package.

Dale Rogers Training Center: 4x4 inch magnet, place 3 stick dots on back of magnet, put on phone book in the center.

Dale Rogers Training Center: Apply a label to a bag -must be straight and no wrinkles. Label goes all the way around the bag avoid air bubbles between label and bag.

Dale Rogers Training Center: Insert designated 20 pieces of product into a bag and either heat seal or seal with ziploc.

Kemp Guitars, LLC: Count out 6 turners and put inside a plastic bag and seal. Count six screws, six washers, & put inside a bag and seal.

Lucent Technology: Insert letters into envelopes, address & stamp.

Nickanny's Treasures, LLC: Break up chains, label the bag of chains; take two bags and staple together in the middle.

Mark the cover package the color of the chain. put a bar code label on the cover. Place the cover over the 2 bags of chains, then staple them together. Put 24 chain packages in 1 box. 4 rows of 6. Do not staple the label!

Nickanny's Treasures, LLC:

Count 50 sod staples; put in box, cover with butcher paper, tape box and apply 3 labels to the box.

Nickanny's Treasures, LLC:

Assemble Shower Bombs; tape 1 4x4 box. Put 8 shower bombs into box. Put into a ziplock bag; seal and put one piece of tape over the sealed bag & clip corner of bag. Apply 3 labels to outside of bag and put 18 completed bags into a larger box (14x14) tape and apply labels

Nickanny's Treasures, LLC:

Packaging: Tape 43x13x6 box. Open box with Tomato cages. Remove from box & cut all the ties, then take 10 cages & fold them. Put a clamp toward top & bottom of each cage. Put 10 completed cages into the box. Instruction sheet inserted, tape box & apply 4 labels.

Nickanny's Treasures, LLC:

Check, and count tile in stacks of 10, wrap and tape package. Tile must be taped securely.

OK Direct:

Put two inserts into Pike Pass

Folder & box.

OK Direct:

Place a wood stick as a handle on

a round fan

by using glue on the back of the fan. Box.

OEC Fiber:

Select 7 pages to insert into a folder. Box.

Organic Squeeze:

(On-going job)

Remove label and put on plastic bottles; do not touch neck of bottle (use gloves). 160 to a tray. Shrink Wrap trays.

ORR Family Farm:

Stuff plastic Easter eggs with candy, tape & box. (Annual Job)

OU Printing:

Collate school books (thousands of pages)

Print Imaging:

Miscellaneous jobs

Provision Kitchen:

(On-going Job)

Apply various product labels to containers and Box them per product.

Republic Bank:

Put ½ bag of Hershey squares into a burlap bag, tie with red & green ribbons and box.

RFC Group South America:

(On-going Job)

15 different contracts requiring counting and Packaging.

Scribbles & Dibbles:

Cut tag from item; test straps, bag straps and apply hanging tag to card & staple.

Scribbles & Dibbles:

Remove beads from key ring, and box in alphabetical order.

State Use:

(On-going)
State Agencies.

DVD/CD's & Paper sleeves for

The Moore Monthly:

Apply advertising sticker to 12,000 Moore
Monthly newspapers; re-tie bundles for pick-up

Tripple T Printing:

Tri-fold paper, glue flap and put in bundles of
50.

Xpedx:

Packaged medical info -contract
sent to Mexico