

Message from Jonathan Brill: Infinity Drain Team. As we come into the final quarter, we organized a newsletter to better communicate to you all. Attached is a new Quarterly company update which includes people news, important updates and internal projects. This message is internal and should be shared with all employees.

Promotions:

Colleen Curtin is the new Customer Service Manager and will continue her role as Purchasing Manager

Michelle Bagnasco is the new Billing and RGA Manager

Jennifer Osontisch is the new Human Resources Manager:

- Handles inquiries regarding benefits – Health insurance, FMLA, PFL, Disability, etc.
- Paychex Flex Login Issues

Employees should continue to report to their direct managers for:

- PTO requests
- Time clock issues
- Any incidents that occur within your department

Employees should continue to direct questions to Christine about: 401k plans

<u>Kits</u>	<u>YTD</u>	<u>LYTD</u>
Linear Kits Only:	28,419	25,195
Center Drains	15,138	14,869
Custom	4,408	8,366

Upcoming Dates:

November 1st – Rep Factory Tour

December 21st – Holiday Party & Inventory

December 22 – January 1, 2022 – Company Closed



We are expanding the rear of the building and renovating the front empty office space:

- Tenants moved out
- Obtained variant for parking spots.
- Architect working on plans to expand offices in front of building
- We awarded the south addition project to Russ Construction



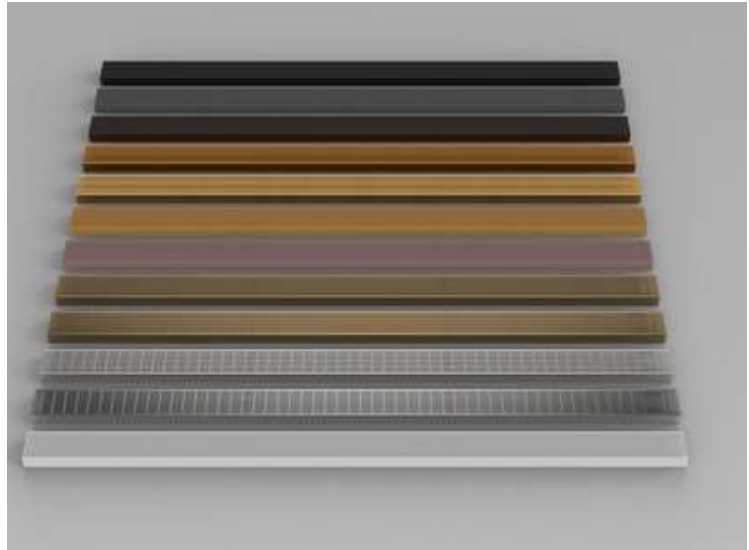
Infinity Drain

Newsletter

New Price Book coming out Feb 2023

New Additions:

- 4" Drains
- Elevator Drain
- Multiple lengths Specialty Finishes
- Schluter Adapter (Universal Adapter)
- No price increase



Process documentation in progress

- Customer Service available on Office 365
- Accounting
- Factory

Looking to start Warehouse and Technical this quarter

- Packing
- Shipping
- Quoting
- Info@ inquires

E-coating process recently started

Will start Product management the following quarter

- SKU creation
- UPC creation
- CVR File maintenance
- R&D testing

Upcoming Projects:

- 2555 Broadway One
Huron St.
- La Clara
- Mohawk Valley Health
- InterContinental Toronto
- Salt Lake Temple Renovation

Mission Belly Full

We started a charity that serves meals to local food pantries, veterans, shelters, halfway houses & churches across Long Island. This year we have cooked over 13,774 meals.

Since July 2020, we have served over 25,000 meals!

If you have, any comments or suggestions for our next newsletter please email: hr@infinitydrain.com