



**“Everybody Counts”  
Suggestion Program  
Form**

**Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**A. Describe the situation, condition, method or procedure to be improved.  
Be specific:**

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**B. What is your suggestion? Briefly describe the improvement and how it  
can be implemented.**

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**C. How will your suggestion improve the present situation?**

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**D. What would the implementation of the suggestion cost?**

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**E. Additional comments:**

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Please place this completed form in the “Everyone Counts” drop boxes