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*I was the day before Christmas, and once yet again,
We find ourselves closing, with another year's end.
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For our members: we provide the best resource to advertise their company and used & new office furniture inventories by keeping top search engine ratings and sending relevant weekly newsletters.

For the consumer: we make it easy to have free and open contact with our Systems News members so they can easily source new, used and remanufactured office furniture and facility services on a national basis.

What We Won't Do

We never sell leads back to our members, nor do we accept any commissions on transactions. All potential clients can access our members directly with no intervention or fee from Systems News.

Sales Corner

Time Management Checklist

Time is money – money for you, revenue for your company.

It's a paradox for everyone—an absolute—perfectly equal for all...same days in a month, hours in a day and minutes in an hour. Yet time seems to work better for some and be more abundant for others.

Below is your time management checklist for sales leaders. It will help you identify the important elements to consider when developing your personal time management system. Some aspects may apply to your sales environment, some may not—use what works for you and skip the rest. Moving forward, be sure to evaluate your time management practices periodically and use this checklist as your guide.

Its your sales time...do more, sell more...

Organize Your Time

The Money Hours: Hours when you can be talking with prospects and customers.

*Handle non-revenue generating activities before or after these hours.

Prospecting Hours: Dedicate a percentage of money hours to prospecting, and vary the time of day you prospect to boost success probability. Schedule it—do it!

Follow Up: Queue up and standardize your most frequently used follow up pieces.

Document follow up immediately—don't set it aside!

Professional Development: Schedule non-money hours for sales skill development or improving your business or product knowledge.

Understand the Value of Your Call

One extra call a day is more than 250 extra contacts in a year!

Remember to Start Early, Plan Ahead, and Respect Time

Thought for the Week

"Do not think a man has done his full duty when he has performed the work assigned him. A man will never rise if he does only this. Promotion comes from exceptional work."

—Andrew Carnegie (Industrialist, Philanthropist, and Entrepreneur) 1835-1919

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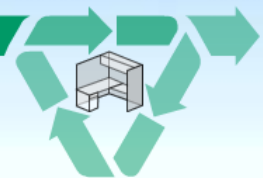
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Steelcase

Steelcase Avenir: 6 8' x 8' corner(1) ped 50 5 x 5.5 "L" shape (1) suspended Ped 6 24' x 72" telecom station (1) ped, (1) overhead 4 30" x 36" telecom station (1) ped, (1) overhead 4 Undefined stations 70 total station Purchased 1988, 5 wire-3 circuit electrical, 61"-62" panel, mostly 30" and 36" unit width, some power input kits and power poles. **8-28-07**

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Haworth

#Haw-602- Haworth Unigroup Powerbase- (61) 48 High 7x7 corner stations-(16) have 24Dx36W corners and (45) have 24Dx48W corners-AKPS with (2) mousepads-fab. finish posts-was standing-good as is condition-36 wide 2 draw locking lateral file with closed top and 30 Deep BBF locking floor pedestal with closed top in each station-48W corners have 30Dx36W wing wrksurfaces and 36W corners have 24Dx48W wing worksurfaces-Lots of power-"Grey Speckle" fabric-"Smoke" trim-"Smoke" laminate worksurfaces-View detailed inventory & pictures on our new website and call Abe cell (617) 828-0651-Fob: Our Boston whse @ \$300 per station including loading and packing **12-24-2007**

#Haw-679- Haworth Places- (120) 56 High 5x5 corner stations with BBF ped-Verona "Argento" fabric-"Platinum" trim-@ \$150 per station loading and packing-available end of January-good as is condition-standing-Fob: Houston, TX-View pictures on our new website-Call Abe (617) 828-0651 **12-24-2007**

#Haw-574- Haworth Premise. Lower Price! (26) 64 High 7x9 dual curvilinear corner stations-(18) 64 High 7x9 dual curvilinear corner stations with wall hung or freestanding on 1 side-(1) 64 High to 42 High 7x9 corner reception station-(9) 64H 17x15 four person bullpen stations with (4) 2442 corners and round conference table-(15) 7-1/2x10 modular "U" shaped curvilinear corner private offices-All with lots of top & bottom locking storage-All with lots of power- was standing-good as is condition (1999) - extra product-#FL-AN "Stone Mountain" Taccatta fabric-#TR-AC "Stone" trim-#HC-AA "Putty" laminate worksurfaces @ \$200 per station including loading & packing-View detailed inventory & pictures on our website and call Abe cell (617) 828-0651-. Boston whse. **12/24/07**

#Haw-686- Haworth Race- (68) two person 14x6 make-a-corner stations with P/B/F mobile ped, overhead bin, paper flow, and keyboard-2000 product-(15) D top manager stations with comb. bookcase and 2 draw vertical file-some F/ F peds-Beige fabric-Black & Beige trim-Beige worksurfaces- standing-good as is condition- @ \$200 per station including loading and packing-View pictures on our new website-Call Abe cell (617) 828-0651 -Can ship with our inv #CG-683 (chairs) and /or #CG-685 (Laterals)- Fob: Berkeley Hgts, NJ **12-24-2007**

Haworth

#Haw-619- Haworth Unigroup Powerbase (475) 48H panels consisting of (92) 24W and (383) 48W with power-was standing-good as-is condition-#SL-FC Spindrift "Deep Verdigris" fabric-#TR-N "Neutral" trim-Call Abe cell (617) 828-0651-\$25 per panel or 3% of list price including loading/packing- Fob: Boston whse.-View detailed inventory & pictures on our new website. **12-24-2007**

#Haw-556- Haworth Unigroup Powerbase panels- Reduced Again! (59) 62Hx48W acoustical panels with power and (44) 62Hx48W acoustical without power-good as is condition-Fob: Our Boston warehouse- "Wintergreen" Basketweave- "Smoke" trim-@ 5% of list price or \$45 per panel including packing and loading-View detailed inventory & pictures on our website and call Abe @ (617) 828-0651 **12-24-2007**

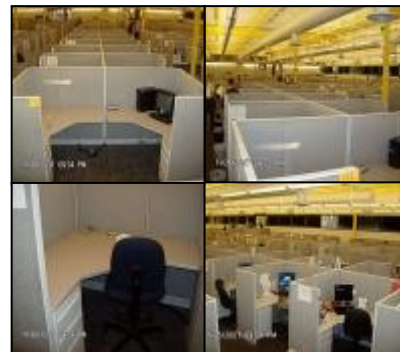
#Haw-606- Haworth Unigroup Powerbase- Lower Price! (66) 48 High 7x7 corner stations-24Dx48W corners and 30Dx36W wing worksurfaces-AKPS with (2) mousepads- fab. finish posts-was standing-good as is condition - 36 wide 2 draw locking lateral file with closed top and 30 Deep BBF locking floor pedestal with closed top in each station-Lots of power-#SL-FA "Pale Amethyst" Spindrift fabric- "Smoke" trim - "Smoke" laminate worksurfaces-View detailed inventory & pictures on our new website and call Abe cell (617) 828-0651- Fob: Our Boston whse @ \$300 per station including loading and packing-Some glass 18 high add on panels also **12-24-2007**

#Haw-592- Haworth Unigroup Powerbase- (42) 66 High to 42 High 6x6 stations-#FE-AW "Cloud" Essential fabric- #TR-P Platinum trim-standing-good as is condition-2002 product-Lots of power-top & bottom storage-View detailed inventory & pictures on our new website- @\$350 per station including loading and packing-Call Abe cell (617) 828-0651-Fob: PA- We do not own this product! **12-24-2007**

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Haworth

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#Ha2-629-Herman Miller A02- (74) 47H stations consisting of: (8) 6x6 corners, (11) 12x6 two person corners and (22) 12x7 two person U shaped-typicals avail.-was standing-good as its condition-(75) New Meridien floor peds with locks-panels have been refurbished-Guilford Streetwise "Pigeon" fabric-"DT" trim- "MT" peds- "Grey Matrix" w/ s-View detailed inventory & pictures on our new website (pictures do not show base, but we definitely have it)-Call Abe cell, (617) 828-0651-@ \$200 per station including loading & packing-Fob: Baltimore, MD-(This product was slightly used for TV series "The Wire" on HBO as a mock police station)
12-17-2007

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10/29/07 54 - 6X8 Modular Offices - BBF, FF, 48" Overhead, 48" task light



10/29/07 36 - 8x8 orkstations BBF, FF, 48" Overhead, 48" SHELF, 48" tack board, two 48" task lights



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Knoll

#Kcu-603- Knoll Currents- Lower Price! (54) 56 High 7x7 corner stations-made up of 42 High panels with 16 high add on panels giving it a segmented look! - was standing-good as is condition-with 24x42 "Interaction Counterforce" freestanding adjustable corner work surfaces and 24x42 cantilever supported wing work surfaces on each side of the corner-18 Deep BBF and 24 Deep FF Dividends locking ped in each station-48W stanchion mounted Reuter locking overhead bin with tasklight in each station-Lots of beltline power-Grey fabric-Dark Grey trim- Light Grey laminate work surfaces-Has been refurbished-View detailed inventory & pictures on our new website and call Abe cell (617) 828-0651- Fob: Our Boston whse @ \$300 per station **12-17-2007**

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Knoll

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Knoll Morrison 8x6 Workstations Quantity: 450 - based on 6-pack clusters Spine Size: 64"(H)-8' Side Panel Size: 64"(H) Dropping to 42"(H)-6' Worksurface Size: L-Shape with 24" Deep Corner Included Storage: (1) BBF Pedestal, (1) 2-Drawer Lateral File, (1) Overhead Features: 2-Tone Color Option for subtle accent Trim/Paint Color: Lt. Grey Worksurface Color: Pumice Spine Fabric: Smart Value Grey Return Fabric: Smart Khaki **10/29/07**

Knoll Morrison 7x6 Workstations Quantity: 64 - based on 6-pack clusters Spine Size: 64" H Side Panel Size: 64" Worksurface Size: L-Shape with 42" Corner Included Storage: (1) BBF Pedestal, (1) FF Pedestal, (1) 36" Reuter Overhead Features: Neutral Colorscheme that lends itself well to many color palletes Trim/Paint Color: Custom Khaki Worksurface Color: Wilsonart Pebble Spine/Return Fabric: Stone **10/29/07**

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Seating

#Cg-683- Haworth Accolades (175) task chairs with height adjustable arms @ \$35 and (44) Catalyst guest arm chairs @ \$25-#3A-20 "Burgundy" Tellure fabric-Black trim-2000 product -good as is condition-View pictures on our new website-Pricing includes packing and loading-Call Abe cell (617) 828-0651-Can ship with our inventory #CG-685 (Laterals) and #Haw-686 (Race)-Fob: Berkeley Hgts, NJ. **12-24-2007**

#Cg-687- Knoll Bulldog (127) task chairs with height, width, pad rotation, and slide arms (high performance arms)-Style #7P11A5GH-Green fabric -Black trim- 2000 product-good as is condition- Call John Jemison, cell (617) 828-0650 @ \$50 including loading and packing- Fob: Boston **12-24-2007**

#Cg-651- Task Seating, etc-(55) Teknion Synopsis task chairs with arms #S12J204J5H-View inventory and pictures on our new website-good as is condition-@ \$35 each including loading and packing- Call Abe cell (617) 828-0651- Fob: Our Boston warehouse **12-24-2007**

#Cg-690- Gunlocke Chairs- (175) Gunlocke Contura stacking arm chairs-black metal frame with blue pattern fabric @ \$35-(838) Gunlocke guest arm chairs-maplewood frame with same fabric @ \$35-good as is condition-Avail. in February-Prices include loading & packing-To be sold in trailerload quantities-View pictures on our new website and call Abe cell (617) 828-0651. **12-24-2007**

#Cg-689- Haworth chairs- (800) Accolade pneumatic task chairs with arms-mixed fabrics-black frame-good as is condition-To be sold in trailer load quantities- Fob: Boston area-@ \$35 including loading & packing-Avail. mid. January-View pictures on our new website and call Abe cell (617) 828-0651 or John cell (617) 828-0650 **12-24-2007**

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