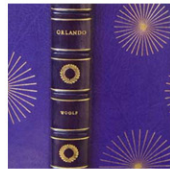


BOOKBINDING | BOOK MANUFACTURING | PRESERVATION | CONSERVATION | DIGITIZATION  
DATA PROTECTION & MANAGEMENT | RECORDS PRESERVATION & RESTORATION



### ECM FEATURES & BENEFITS

- The system is hosted in the cloud so there's no hardware to buy or maintain
- Supports any number of records
- More than 300 electronic document types are supported
- Records are safe! Once digitized, records are encrypted and multiple copies are maintained within our highly-secure storage cloud
- Ease of use means greater efficiency

### NEWS

#### Increased Demand for Digitization/Enterprise Content Management (ECM)

HF Group's AssureVault division has noticed a big upturn in the demand for digitization and Enterprise Content Management (ECM) services. AssureVault President, Dennis Tallerico, says "this is a result of advances in technology as organizations are faced with the need to repurpose space currently used for document storage."

"Efficiency is also a factor, says Tallerico. Searching through boxes to find a single document can take hours. When those records are online, documents can be located in minutes."

We are currently producing 10,000 - 15,000 high-quality scanned images each day, but scanning is only one part of the process. Before scanning can be done, the materials are prepped and, afterwards, "re-prepped" for return to the customer. Scanned images also undergo a strict quality control process.

In addition to digitization, we also provide hard copy storage as well as certified document destruction services, if desired.

To learn more, visit [www.assurevault.com/assurevault-digital-solutions](http://www.assurevault.com/assurevault-digital-solutions)

### PROJECTS

#### 2013 World Series Champions

It's October, 2013, and the Red Sox have just won the World Series - the third in 10 years, but the first at Fenway Park in 95 years! And what made this one special was the fact that they'd gone from a dismal last place finish in the AL East in 2012 all the way to the Championship in 2013. Everyone was elated, but none more so than owners, John and Linda Henry.

The Henrys commissioned HF Group's AcmeBinding division, in Charlestown, Massachusetts, to print and bind a book dedicated to the glorious postseason of 2014.

"2013 World Series Champions, designed by owner Linda Henry, was produced in two editions: a private edition for family, and another for corporate partners," according to Project Manager, Manny Motto. "The project had to be completed within a tight turnaround time of five days for each edition."

The book, a 2014 PINE award winner, was printed on an HP Indigo digital press with a PUR adhesive binding. The cover features two-color foil stamping, and a debossed panel with a laminated, printed, mounted picture.



## BEHIND THE SCENES

### Our Unheralded Team: Equipment & Facility Maintenance & Machine Engineering!

Few businesses in the light industrial world can survive without one key operational component: the skill and experience of a maintenance staff, which is often the “juice” that keeps production going!

For our company, our binding lines & equipment, printing departments, scanning operations, warehouse management, and facilities in general are cared for, maintained and improved by a group of experienced individuals, all of whom we are fortunate to have on our team!

In addition to their varied maintenance skills, we are doubly fortunate to have the type of talented individuals who have and can design, modify and build new equipment as needed. Visitors to any of our facilities will always see “one of a kind” machines and accessories that only exists because of the ingenuity of our talented staff, present and past.

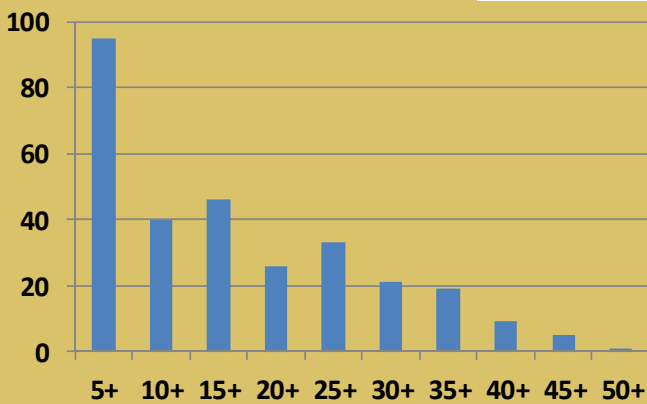
Our ability to service our customers, assist our employees, maximize our productivity as a business and perform at our best often starts with individuals like the ones listed below. We are proud to recognize them, their service and contribution to our company!

Thank you all... your co-workers appreciate all you do and contribute to this business!

Jay Fairfield, CEO

*Knowledge and experience are key!*

*As seen in the chart below, the majority of our employees have been with the company for 5 years or more!*



### Equipment and Facility Maintenance/Engineering Staff

#### Charlestown, Massachusetts

Bob Haynes – 20 years

Jason Fauvel – 2 years

#### Greensboro, North Carolina

Dennis Hisey - 39 years

#### North Manchester, Indiana

Rod Cripe – 37 years

Ben Stetzel – 9 years

Tim Baker (Engineer and Co-Plant Manager) – 36 years

#### Chesterland, Ohio

Dan Eloff – 2 years

## PEOPLE

### Meet Neffie Kiser!

At HF Group, we have many long-term employees but Neffie Kiser, of Greensboro, North Carolina, takes the cake as she recently celebrated **60 years of service!** To recognize her accomplishment, Tuesday, May 13, was designated “Neffie Kiser Appreciation Day” and a banquet was held with all of her fellow employees and her son, David, and daughter, Barbara, in attendance. Neffie was awarded with a custom, purple, leather bound commemorative journal, a check and an all-expenses-paid trip to the North Carolina mountains, which she will enjoy with her daughter.

Neffie moved to Greensboro in 1954 shortly after being married and soon came to work at Joseph Ruzicka, Inc., which would later become HF Group. Because she had some sewing experience she was a natural for the oversewing machine and she’s been at it ever since. She loves her work and it’s said that she’s missed only two days of work in 60 years, and that was for jury duty!

In her spare time, Neffie likes working in the yard and cooking and always enjoys shopping!

#### About HF Group

HF Group is a recognized leader in the information industry, providing expert services in the care, delivery and preservation of information and cultural artifacts of many kinds. We operate four multi-functional strategically located production sites and three transportation hubs throughout the US.

[To learn more, visit us online at www.hfgroup.com!](http://www.hfgroup.com!)

