ELECTROSWITCH · **SWITCHES & RELAYS**
UNIT OF ELECTRO SWITCH CORP.

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January 4, 2022

Attn: Mr. Tom Fuith

Subj: December 2021 Bookings and 1st Quarter 2022 Guidelines**:**

Dear Tom:

Please find enclosed the December 2021 Bookings Report and 1st Quarter 2022 guidelines:

MTD	YTD 21	YTD 2020	%VS 20	2021 YRLY FORECAST	% YRLY FORECAST	2021 YTD FORECAST	%2020 YTD FORECAST
$ 84,725	$853,590	$790,465	108%	$925,000	92%	$925,000	92%

Pro-Tech achieved $84,725 in December, achieving 108% year over year and 92% of forecast. January 2022 is a 4-week month, and the goal is $71,154. This is based on an approved forecast of $925,000 for 2022.

Your December bookings reports is also attached for your review and use in strategizing for future visits and sales. This month, we also have the quarterly. I will need the updated Sales Funnel by the end of next week. I also will be sending out the circled major accounts for feedback as to what may be going on currently and which could potentially occur in the next few quarters. Also, I will be asking for a General Business overview like what has been being asked for in the last three quarters. A generic form is attached with info to be added as you feel. This should be a good summary of where we are today, what is the business looking like along with any issues you may be encountering.

Your 1st Quarter 2022 goals are below:

Goals for 1st Quarter:

- Have four on-line virtual presentations to consultants and/or utility/industrial customers.
- Have two on-line virtual presentation for a new potential customer.
- Identify at least one Utility/Industrial conference in the territory where we can set up a tabletop booth and banners to assist in expanding our presence. An example may be a local municipal utility organization. that we can potentially participate in 2022 (on-line or in person).
- Find at least one opportunity for a KW Cam action potential.
- Write up one switch application note, using the provided form, detailing the process, the functionality, what drove the application and how success was arrived at. Submit to the Regional Manager for addition into our Application Notes Folder for future dissemination to the other Reps. This may be an old application, or a brand-new application.

Any questions or suggestions you have, feel free to reach out. Take care and stay well.

Best Regards,

David R. Brecken

David R. Brecken
Senior Regional Sales Manager