## ACME Consultants, Inc. 12345 Main Street Anytown, NY 67483-8764

February 1, 2005

Dear New Employees:

Welcome to *Acme Consultants, The Company Where Math Matters*. Acme Consultants, Incorporated has a long and honored history for careful analysis and clear explanations.

Enclosed are some of the materials you need for your first project. You must determine if this recycling proposal should be presented to the Town Board of Wnyville. Your conclusion should be supported with graphs, charts, or whatever you need to substantiate your decision. Answers to the following questions are what we want:

- 1. The Town of Wnyville needs a recycling policy that reduces garbage by at least 40%. Is it likely that this policy will do it?
- 2. What suggestions can you make to further diminish the amount of garbage that needs to be put into a landfill. Remember landfill space is limited and expensive.

You must describe your method for determining how the amount of garbage will be reduced. For example, did you have an experiment or simulation? Why do you believe your recommendations will be true in the future?

Remember, your report must be written very clearly for understanding. If you use graphs or charts, make them colorful to persuade Wnyville's Town Board.

Your report must be handed in to your supervisor on March 3, 2005.

Feel free to contact your supervisor if you need some help or suggestions. You are encouraged to contact and discuss this project with the other employees on your team.

Good luck! We are counting on your math skills and creativity. Once again let me say that we are glad that you are working with Acme Consultants, Inc., the company that cares about our environment!

Sincerely, D. D. Wright Dudley Do Wright President

Enclosures: Proposed Recycling Guidelines Evaluation Rubric