

ETHYL GASOLINE CORPORATION

Chrysler Building
405 Lexington Avenue.

NEW YORK, December 16, 1936.

✓ Safety Committee.

ALL DIVISION MANAGERS

Gentlemen:

Under separate cover we are sending you a supply of new jobber report forms. You will note that these forms follow very closely those in use at the present time with one or two exceptions. Under bulk plants, tankage has been divided into total number and capacity and number used for loaded gasoline. The first is for use in this department in ascertaining whether or not the jobber has sufficient equipment to handle the various grades they desire. The second portion - number used for loaded gasoline - is for the use of the Safety Department. At the present time there is no thought of supervising the cleaning of distributors' tanks or marking them in any manner. However, it may be that at some future time it will be necessary to do either or both. In order that we may have some idea of the magnitude of the work involved in checking jobbers' storage, we are now building up the data through the jobber reports. The yellow copy, which has been included in the sets, is for the use of the Safety Committee and will become their property. This information is vitally important and care should be taken to see that an accurate answer is given as to the number of tanks storing loaded gasoline. We might add that the Medical Department has been advised all jobbers will be covered within the next two years so that at the end of that time an accurate picture of the number of distributors' bulk tanks may be obtained.

Directly following bulk plants is a line for territory which eliminates the necessity for putting this information on the reverse side of the report. The answer to this should be the counties in which the jobber operates.

It is our belief that our refining licensees have been making deliveries to jobbers without the proper License Agreements being in effect quite frequently in the past and these deliveries are not always mentioned in the jobber reports. It is the intention of this office to keep a record of all pre-shipments and although it may not be expedient to cite each one to the refining company making the delivery, we will at least have a complete record. Will you please, therefore, instruct your representatives to make a notation each time they find Ethyl or loaded non-premium gasoline has been shipped prior to the issuance of proper License Agreements.

In the past jobber reports have been, for the most part, made out quite satisfactorily, and we trust that they will continue to be made

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out in a similar manner, including the above points. These new report forms should be put in use immediately and all full pads of the old forms returned to this office for my attention.

If there are any questions, please do not hesitate to get in touch with us.

Very truly yours,

J. C. Taylor

By

R. B. [Signature]

T:K

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ETHYL GASOLINE CORPORATION

Jobbers' Information Report

DIVISION HEADQUARTERS DATE

Name

Address Street Town State

Has jobber applied for Ethyl License Agreement? Approved Brand
Yes No Yes No

Has jobber applied for "Q" License Agreement? Approved Brand
Yes No Yes No

Jobber now applying for Ethyl License Agreement "Q" License Agreement
Brand Brand

Ethyl Gasoline supplied by Brand { Tank Car
Comp. Car
Suppliers T. W.
Jobbers T. W.

Leaded regular gasoline supplied by Brand { Tank Car
Suppliers T. W.
Jobbers T. W.

Other premium gasoline supplied by Brand { Tank Car
Tank Wagon

Unleaded regular gasoline supplied by Brand { Tank Car
Tank Wagon

Third grade supplied by Brand { Tank Car
Tank Wagon

Jobber could obtain Ethyl Gasoline from Mile
Brand applied for

Gallons for one year preceding investigation Ethyl Leaded Reg. Other Premium Unleaded Reg. Third

Yearly percentage each grade to total sales Ethyl Leaded Reg. Other Premium Unleaded Reg. Third

Present percentage each grade to total sales Ethyl Leaded Reg. Other Premium Unleaded Reg. Third

How long has jobber been in gasoline business (Approximately)?

Has jobber previously operated under other name? Name

Bulk plants Located at Tankage
Number Total number & capacity Number used for leaded gasolines

Territory

Company owned stations Appearance Ethyl dealers Others Character
Number Number Number

Condition of Ethyl pump markings "Q" pump markings
Good Poor Good Poor

Has Ethyl demonstration been arranged for jobber and employees?

Does jobber push sale of Ethyl Gasoline? Leaded Reg? Third? Other?

Jobber visited last on Reported last on
Date Date

Field Representative's Remarks on Reverse Side Signed Field Representative

Division Manager's Remarks