

ETHYL GASOLINE CORPORATION

CHRYSLER BUILDING
405 LEXINGTON AVENUE

NEW YORK October 29, 1940

INTER-OFFICE
CORRESPONDENCE

Air Mail - Special Delivery

Dr. Willard Machle

Dear Bill:

As you know when we printed the first set of forms for Authority Man Contact and Tank Cleaning, we made up a limited number in the belief that we would have many suggestions for their improvement. This turned out to be the case and we have been able to improve the forms in considerable detail. We are faced now with the necessity of printing these and getting them out to the field at the earliest possible date.

Attached hereto you will find the forms which have been agreed upon by Messrs. Lewis, Schell, Jones and me. The Legal Department also had a hand in their formation.

We are sending the forms to the printer today but it will take a day or two until we can get a proof prior to printing. In that time I should like to ask that you go over these forms and the explanatory memoranda. If you are entirely satisfied with them, you might send me a wire at once, or if you have any suggestions for corrections, please air mail them to me so that I will have them by the time the proof comes back.

Very truly yours,

A large, stylized handwritten signature in cursive script, appearing to read "Harry". The signature is written in dark ink and has a long, sweeping underline that extends to the right.

MR

KE 0022560