



DANA CORPORATION

O.E. Service Parts DivisionINTRA-COMPANY COMMUNICATIONSUBJECT Customer Invoicing

DATE April 2, 1969

TO Messrs. J.F. Prindle, *JE*
 G. Stohler
 D. Reda,

B. Browne,
 G. Phillips,
 D. Watson,

J. Hayden,
 J. R. Derpack,
 E. R. Moroney

cc: R. D. Morrison

W.J. Sheehan
B. R. R. R.
your info

Effective April 1, 1969, the O. E. Service Parts Division at Hagerstown will begin customer invoicing for Victor packaged and unitized sets shipped from their Hagerstown warehouse. This transfer includes only the billing operations which L. Daubner has been performing at Chicago for O. E. Service Parts Division.

Direct all approved customer orders, contracts, releases, modifications, etc., after the normal order processing operations at Chicago, to Phillip E. Mark at Hagerstown.

L. E. Herran
 L. E. Herran
 Controller

/b

VPD-91-0000333