SHERWIN-WILLIAMS PAINT, VARNISH AND LACQUER LABORATORIES

ROUTINE AND POLICY Consecutive No. 220

X258

Dr. J. C. Weaver FOR YOUR INFORMATION
7/9/59 RES. ADMIN.

July 9, 1959.

SAMPLE REPORTS

I. The General Purchasing Department - Cleveland, has issued Addendum #3 to their Bulletin #16 on "Sample Reports", - copy attached.

II. Forms 28A27 and 28A28 have been prepared by the Purchasing Department and will be used as sample reports. The procedure for handling reports is outlined in detail.

Copies of the forms are not attached, since they are both expensive and voluminous and are not issued by the P.V.& L. Laboratories.

H.J.Cotton

Technical Coordinator

HJLCotton:tcs
attach.
Directed to R & P Mailing List

J.C.Weaver JUL 10 1959

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