



CINCINNATI - FIBERS DEPARTMENT

July 16, 1965

MR. R. W. CARPENTER
MR. W. P. DUCKWORTH
MR. R. A. KOLKER

SUBJECT: H. K. Porter Company
Pittsburgh, Pennsylvania

We have only recently completed arrangements with the H. K. Porter Company whereby they will private brand many of our products.

They will warehouse these materials in St. Louis, Missouri, but we will be working with the Branches in Birmingham, Chicago and Philadelphia.

At their suggestion, we are going to ask the field men in these areas to work closely with this account. In other words, when they give us the go ahead, each of you will be asked to conduct sales meetings and orientation courses in your respective area.

They have asked us that none of our men contact these Branches until they give us the go ahead sign, so we request that you respect their wishes. We merely wish to give you this advance information in order that each of you will prepare approximately ten sales manuals to have available for these meetings when they are set up.

If you wish any literature, manuals or any other material, we suggest that you place your order with our office as soon as possible.

We will keep you informed and give you as much advance notice as possible as to when these meetings will be set up.

C. G. Morgan

CGM/sm

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