



DANA CORPORATION

Victor Gasket Division - Chicago

INTRA-COMPANY COMMUNICATION

SUBJECT Weekly Cash Forecast -
 Total Cash Requirements

DATE December 10, 1969

TO

J. C. Mayer
G. G. Quenzer

W. J. Sheehan
H. E. Dehr

cc- B. R. Basile

Effective with the Cash Forecast for the week beginning 12/15/69 thru 12/19/69, which will be forecasted on Friday, 12/12/69, also forecast or project out your cash needs for the next four weeks (12/22/69 thru 1/16/70).

In effect, each weekly cash forecast submittal will cover five weeks in total--the week being forecasted plus the next four succeeding weeks.

Suggest adding an additional line under Section I titled 4 Weeks Ending or follow attached example to report anticipated net cash requirements.

Please continue to report this additional information each week until otherwise notified.


D. J. Reda
Division Controller

LMW

att.

VPD-91-0000093