



DANA CORPORATION

O. E. SERVICE PARTS DIVISION

INTRA-COMPANY COMMUNICATION

SUBJECT

DATE March 21, 1969

TO Mr. Bill Sheehan, Plant Manager Chicago Gasket Plant

As of March 31, 1969, we will have taken a complete physical of all products used by us in the make up of Gasket Sets.

In order that we get on top of our inventory problems and open order schedules with your plant, as of this same date, I am requesting you furnish to Mr. Dan Callahan, Chicago Data Processing Supervisor, a listing of all open orders with our O. E. Service Operation as of March 31, 1969.

Please advise the sender if you are unable to comply with this request.

R. E. Hanson
Plant Manager

pam

3/27/69

Bob D
H. Callahan

I have agreed to
furnish this listing -
Please follow thru!
WJS

VPD-91-0000322