

Form 81: 17M 10-59
PRINTED IN U. S. A.

MRS CAMP

Bestwall Gypsum Company

FOR Ardmore Accounting DATE March 6, 1961 FROM Grand Rapids OFFICE
ATTENTION OF Mr. H. G. Herold SUBJECT JOHNS-MANVILLE SHIPMENTS
WEEKLY REPORT OF SHIPMENTS FORM 99
ANSWERING YOURS 3/1 To Mr. C. E. Hollebeck DICTATED BY Mrs. Helen Camp

cc: Mr. R. B. James - Ardmore
Mr. C. E. Hollebeck - Grand Rapids

SGP 0024361

In reference to your letter dated March 1st, your first paragraph is clear to us. However, we are confused as to your second paragraph concerning tonnages in geographical areas, as your form 99 which we have used for some time is already broken down in that manner.

We are enclosing a copy of the form 99 of weekly report of shipments week ending March 2nd. Will you please send us an example as to how you want the report set up?

*The attached report has been handled correctly
In second para insert word "JM" before tonnages
and it will be clearer to you*

Helen 3/9

3/3/61
Bestwall Gypsum Company

FOR Grand Rapids

DATE March 1, 1961

FROM Ardmore Accounting OFFICE

ATTENTION OF Mr. C. E. Hollebeck

SUBJECT JOHNS-MANVILLE SHIPMENTS
WEEKLY REPORT OF SHIPMENTS FORM 99

ANSWERING YOURS

DICTATED BY H. G. Herold - bjr

cc: Mr. R. B. James - Ardmore

On all future Weekly Report of Shipments, prepare one report only. On the line marked Export x out the word Export and write in Johns-Manville. Opposite this caption show the tonnage shipped to Johns-Manville customers regardless of the district into which it is shipped.

There is no need to break the tonnages down by geographical areas either with respect to our own sales districts or to Johns-Manville Sales districts. We understand from Mr. James that you furnished two reports, one covering Bestwall customers the other Johns-Manville customers. This is not necessary and wasn't called for in the Bulletin.

Ardmore Accounting

March 6, 1961

Grand Rapids

Mr. H. G. Herold

JOHNS-MANVILLE SHIPMENTS
WEEKLY REPORT OF SHIPMENTS FORM 99

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*Mailed per [unclear]
Coffman*

SGP 0024363