FORM DC 00016-R1

DANA CORPORATION

O. E. SERVICE PARTS DIVISION
HAGERSTOWN DISTRIBUTION CTR.

INTRA-COMPANY COMMUNICATION

SUBJECT MANIFEST PROCESSING DATE October 28, 1969

TO Bill Sheehan

Dear Bill,

In the mail of 10/24/69 we received the attached manifests - one dated 10/17/69 and the other dated 10/20/69. Although the 17th was on a Friday, it appears that this manifest wasn't forwarded to us prior to Monday the 20th, since we received both of them in the same mail.

This is costing us valuable order processing time - time we cannot afford to lose. Would you please check into this matter personally and advise me of your findings.

R. E. Hanson
Plant Manager

Enclosure

CC: Wayne Watkins
Dick Arthur

Poor mail delivery
One on truck
one to Dick Arthur mail