

Messrs. J. W. Gardiner
G. A. Watts

John T. Lewis & Bros. Company
Philadelphia, Pennsylvania

Gentlemen:

As you know, effective January 1, 1950, the operations formerly carried on by John T. Lewis & Bros. Company will be continued under the name of National Lead Company - Philadelphia Branch. In connection with this change it has been decided to effect certain revisions in organizational set up in Philadelphia in the interest of increased efficiency:

Effective January 1, 1950, Mr. J. W. Gardiner, Jr. has been appointed Manager of Philadelphia Branch, Pigment Division, with full responsibility for directing sales of all of the Company's products coming within the scope of that Division's operations and in full charge of all sales personnel concerned therewith. Mr. Gardiner will be responsible to Mr. D. A. Merson.

Mr. G. A. Watts has been appointed Manager of Philadelphia Branch, Metal Division, effective as of the same date. He will have full responsibility for the direction of the sale of all of the Company's metal products and all sales personnel concerned therewith. He will also be empowered to purchase secondary metals in connection with metal operations and will be responsible to Mr. W. P. Carroll.

Manufacturing, warehousing and shipping operations of the Philadelphia Branch will be directed by and subject to the jurisdiction of Mr. E. R. Rowley, Production Manager.

All administrative functions of the Philadelphia Branch, including accounting, credit and purchasing, whether performed in the ~~branch~~ office or in factory ~~operations~~, will ^{be} ~~be~~ ^{come} ~~coming~~ under the direction of Mr. C. F. Peters,

Comptroller of the Philadelphia Branch. In his capacity, Mr. Peters will report to Mr. H. C. Wildner, Vice President and Comptroller of the Company.

As far as possible Philadelphia operations will be divided between the Pigment and Metal phases of the Company's business. In instances where for practical reasons one department must continue to function for both Pigment and Metal Divisions, appropriate pro-ration of costs will be made.

Yours very truly

President

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