

MAREMONT
CORPORATION

INTER-OFFICE CORRESPONDENCE

TO: Distribution

FROM: C. A. Mazurek

DATE: January 29, 1976

SUBJECT.

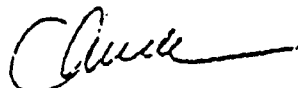
Questions have arisen over authorization for free merchandise, catalog requests, returns, granting of terms and dating, and special quotes to all types of customers.

Nashville reports that they are receiving requests from some people citing my okay, or the authorization of Jack Mueller.

To insure that the system works, any variances from standard policies and procedures as detailed in printed sales policies or my attached directives requires my written approval.

Any special quotes must be provided by Chicago Headquarters. Please forward any such quotes to me.

Your complete compliance is appreciated.



Chuck

CAM/wr

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