October 2, 1945

To: Anniston

Attention: Mr. H. F. Weaver Subject: Westinghouse Elec. Corp.
East Pittsburgh, Pa.

We teletyped you today, pointing out that, in making a shipment of Aroclor 1254 to this concern, it is necessary that at the time of shipment a letter be sent to them in duplicate, addressed to Mr. D. N. Crissinger, Purchasing Department, Westinghouse Electric Corporation, East Pittsburgh, Pennsylvania, giving them a detailed analysis of the shipment.

This is standard procedure in connection with shipments to Westinghouse at East Pittsburgh. The letter should be signed by our chief chemist at Anniston. As an example of the type of letter to be sent, we attach hereto a sample for your guidance.

Will you please note your records to the effect that in connection with all future shipments of 1254 to Westinghouse at East Pittsburgh, a letter giving analytical data is to be sent to Mr. Crissinger at the time of shipment.

/s/ T. H. Wheelock

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Copy: 10-5-45
HFW:MW

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