

INTEROFFICE CORRESPONDENCE
GAF Corporation

April 15, 1970

TO: Messrs. T. E. Jackson
K. A. Robertson
M. R. Walsh
R. D. Haise

J. Quinlivan
K. T. Peterson
W. G. Pelton
K. T. Peterson
K. A. Robertson
C. G. Horel
M. E. Edson

H. Key
Q. Blood
G. F. Rigler
T. J. Saccoman

CC: Messrs. H. M. Trigg Mobile
R. S. Miller South Bound Brook
C. W. Schane St. Louis
W. R. Holt Erie

H. W. Lewenz Baltimore
D. Honza Joliet
D. H. McKenzie Kansas City
C. E. Keisgieter Minneapolis
W. Gny Millis
L. Sarlo Gloucester
I. E. Matthews Vermont

H. Andrews, Jr. Houston
R. Gunchin Joliet (Tile)
L. J. Sands Long Beach
R. Van Buren Vails Gate
A. G. Boranian

H. Kuhlken - L. Faneuf - (S.B.B.)
W. C. Schwingen (S.B.B.)
J. R. Bonnar
A. M. Kugler
R. P. Fraser
W. Darrell
W. O'Brien
V. Lashuel

SUBJECT: ASBESTOS FIBRE - PURCHASING PROCEDURE
EFFECTIVE JUNE 1, 1970

Effective June 1, 1970, the following procedure should be followed, with no deviations, in connection with ordering your asbestos fibre requirements:-

1. Discontinue sending your requisitions for asbestos fibre requirements to this office.
2. All asbestos fibre orders covering your requirements (starting with the month of June) must be typed at your office, making certain that all information is correctly shown, especially prices and shipping dates. As soon as the order is typed, the original, along with the green and yellow copies, should be forwarded to this office for the attention of Mr. A. N. Kugler, for his signature. These orders, along with the above mentioned copies, must be in his possession by the 20th of the month.

Note: Do not include these orders with any other mail coming to this office - make certain that a separate envelope is addressed to Mr. Kugler with the orders enclosed.

3. Mr. Kugler will be handling the commodity of asbestos fibre at all times. However, in his absence asbestos matters should be referred to me.

Your asbestos fibre orders for the month of May will be placed from this office and it will be appreciated if you will have your requisitions sent to Mr. Kugler as soon as possible.

INN:P

T. N. Nelson

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