PLAINTIFF'S
EXHIBIT
NG-371

PROCEDURE FOR HANDLING
NATIONAL GYPSUM CO. ORDERS

GENERAL

National Gypsum District Sales Offices will transmit orders to National Gypsum Plant Office at Medicine Lodge, Kansas. Eagle-Picher contacts will be through the Medicine Lodge Office.

Orders carrying a "Date Shipment Required" carries preference over those not so dated. As an example, an order requests shipment on June 1 and another states SAP or RUSH or some other phrase. If on June 1 Eagle-Picher can supply the material for just one of these orders the one dated "June 1 Shipment" will take priority. Any exceptions to this rule will be controlled and advice given by Medicine Lodge Office.

National Gypsum does not "Back Order" materials not shipped against an order and does not want Eagle-Picher to Back Order any unshipped items. Their customer is requested to reorder unshipped items.

National Gypsum is permitting a 10% variance in units if no open item is given on the order. A unit is 15" size Batt, i.e., 15" = 1 unit, 23" = 1½ units.

PROCEDURE

National Gypsum Company will transmit their orders via teletype from their plant office at Medicine Lodge, Kansas. The Joplin Plant Office teletype is equipped with facilities and National Gypsum Company Purchase Order form of teletype paper in triplicate. Original is in printed order form and the two copies are plain white paper in fan fold pin drive form with one time carbon inserts. See sample form # NGC 2716-B Rev. 2-60. All necessary information for Eagle-Picher to complete and ship the order will be transmitted including their invoice number which Eagle-Picher will use as the Purchase Order number. These numbers will start at 9516001 and after reaching number 9516500 will then restart at 9516001.

The Joplin Office will prepare a GO per sample attached indicating units as approximate so carrier equipment can be loaded full visible capacity. The copies will be sorted in the following manner: The numbers 1 - 2 - 5 - extra white to plant for shipping; the acknowledgement is not required and will be scrapped; the number 3 retained in Joplin Office with 1st copy of teletype; the number 4 copy mailed to Cincinnati Billing Dept. An extra white copy with the original teletype order form to Cincinnati Order Department. The third extra white copy for Salesman copy. Presuming the National Gypsum Company credit is no problem no advice will be sent to Cincinnati other than the GO's mentioned above through normal mail channels.

The Joplin Plant will schedule for shipment. Stopover shipments are not expected but should any develop they should be completely Cross Referenced.

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Shipments will be made in National Gypsum Company name on Bills of Lading supplied. These Bills of Lading are in 4 part form with one time carbon. See form NGS 2017-4 Rec. 2-58. Also supplied are Car Tally Forms in duplicate; the original printed on white paper and the duplicate on white cardboard. See form NGS 1198 Rec. 9-57. Shipments will move freight collect unless otherwise specified.

The cardboard car loading report will be tacked in railroad car for customer use and in truck shipments the 4 copy of the Bill of Lading will accompany the cardboard loading report.

The morning following shipment the Joplin Office will notify the Medicine Lodge Office of National Gypsum Company via teletype at 9:00 AM the following information of the shipments: Customer Name, Order Number (NGC Invoice No.), Routing, Weight, Rate and Freight. If any change in units shipped this will also be transmitted. National Gypsum office at Medicine Lodge will then be able to invoice their customer, which is standard practice for them to invoice the day following shipping.

The Joplin Office will invoice National Gypsum Company at Buffalo, New York and will mail invoices in duplicate with the original Bill of Lading. The balance of the invoices will be handled in the customary manner.

The number 3 copy of the Bill of Lading will be retained at the Joplin Plant and the original car tally will be filed with the number 5 copy of the GO at the Joplin Plant Office. As it has now developed there will be no copy of the Bill of Lading for Cincinnati Traffic Department. A summary of shipments for the month will be prepared by the Joplin Plant Shipping Clerk and submitted to the Traffic Department in lieu of the extra copy of the Bill of Lading.

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