

~~WABO~~ Nonrecit

Subj: plant address
Date: Friday, February 15, 2002 2:45:28 PM
From: sbruton@qualitee.com
To: FMSIINC@aol.com

We have moved our plant to Canada. Please adjust your records as follows:

Novatek Manufacturing
539 Collier MacMillan Dr. Unit B
Cambridge, Ontario, Canada
N1R 7P3

Thanks
Steve

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.0 Transitional//EN">
<HEAD>
<META content="text/html; charset=iso-8859-1" http-equiv=Content-
Type>
<META content="MSHTML 5.00.2614.3500" name=GENERATOR>
<STYLE></STYLE>
</HEAD>
```

```
<DIV>We have moved our plant to Canada. Please adjust
your records as follows:</DIV>
```

```
<DIV>Novatek Manufacturing</DIV>
<DIV>539 Collier MacMillan Dr. Unit B</DIV>
<DIV>Cambridge, Ontario, Canada</DIV>
<DIV>N1R 7P3</DIV>
<DIV>Thanks</DIV>
<DIV>Steve</DIV>
```

----- Headers -----

Return-Path: <sbruton@qualitee.com>

Received: from rly-ye01.mx.aol.com (rly-ye01.mail.aol.com [172.18.151.198]) by air-ye04.mail.aol.com (v83.35) with ESMTP id MAILINYE45-0215144528; Fri, 15 Feb 2002 14:45:28 -0500

Received: from janus.hosting4u.net (janus.hosting4u.net [209.15.2.37]) by rly-ye01.mx.aol.com (v83.35) with ESMTP id MAILRELAYINYE15-0215144523; Fri, 15 Feb 2002 14:45:23 -0500



OCEAN REEF CLUB®

8

ANIL SHARMA

Bulletin

NOVATEK

Canada

31 OCEAN REEF DRIVE C-300
KEY LARGO, FLORIDA 33037 • 305-367-2611

FMSI 14641



March 05, 2001

Gil Laycock
Friction Materials Standard Institute
588 Monroe Turnpike
Monroe, CT. 06468

Dear Gil:

Per our telephone conversation, please add my name to the F.M.S.I. delegate list. Also, as an alternate, please add Anil Sherma. Please delete Richard Cross from the membership.

Additionally, we have changed the name of our company from Vaapco LLP to Novatek Manufacturing. Please reflect this new name in your membership directory.

I can be reached at the address on our letterhead or at Novatek. (I split time back and forth). My E-Mail address is SBRUTON@QUALITEE.COM. Anil Sherma can be reached at Novatek.

Thank you for all your help in this matter.

Sincerely

A handwritten signature in cursive script that reads 'Steve Bruton'.

Steve Bruton
Novatek MANufacturing

Subj: Re: FMSI Invoice
Date: Thursday, March 22, 2001 11:16:18 AM
From: sbruton@qualitee.com
To: FMSIINC@aol.com

Send all billing/correspondence here to Ca. I will approve it and forward to our accts payable for payment.
Thank you
Steve

----- Original Message -----

From: <FMSIINC@aol.com>
To: <sbruton@qualitee.com>
Sent: Wednesday, March 21, 2001 12:14 PM
Subject: FMSI Invoice

> When we do our billings, who should we send the invoices to? Thank you!
>

----- Headers -----

Return-Path: <sbruton@qualitee.com>
Received: from rly-xa02.mx.aol.com (rly-xa02.mail.aol.com [172.20.105.71]) by air-xa02.mail.aol.com (v77_r1.21) with ESMTP; Thu, 22 Mar 2001 11:16:18 -0500
Received: from rly-ip02.mx.aol.com (rly-ip02.mx.aol.com [152.163.225.160]) by rly-xa02.mx.aol.com (v77_r1.21) with ESMTP; Thu, 22 Mar 2001 11:15:57 -0500
Received: from tot-te.proxy.aol.com (tot-te.proxy.aol.com [152.163.195.131]) by rly-ip02.mx.aol.com (8.8.8/8.8.8/AOL-5.0.0) with ESMTP id LAA00443 for <FMSIINC@aol.com>; Thu, 22 Mar 2001 11:15:45 -0500 (EST)
Received: from computer (AC91E5BD.ipt.aol.com [172.145.229.189]) by tot-te.proxy.aol.com (8.10.0/8.10.0) with SMTP id f2MGFho18436 for <FMSIINC@aol.com>; Thu, 22 Mar 2001 11:15:44 -0500 (EST)
Message-ID: <000501c0b2ea\$c76bdc40\$bde591ac@computer>
From: "Steve Bruton" <sbruton@qualitee.com>
To: <FMSIINC@aol.com>
References: <db.11dfdbf1.27ea658d@aol.com>
Subject: Re: FMSI Invoice
Date: Thu, 22 Mar 2001 08:11:38 -0800
MIME-Version: 1.0
Content-Type: text/plain;
charset="iso-8859-1"



March 05, 2001

Gil Laycock
Friction Materials Standard Institute
588 Monroe Turnpike
Monroe, CT. 06468

Dear Gil:

Per our telephone conversation, please add my name to the F.M.S.I. delegate list. Also, as an alternate, please add Anil Sherma. Please delete Richard Cross from the membership.

Additionally, we have changed the name of our company from Vaapco LLP to Novatek Manufacturing. Please reflect this new name in your membership directory.

I can be reached at the address on our letterhead or at Novatek. (I split time back and forth). My E-Mail address is SBRUTON@QUALITEE.COM. Anil Sherma can be reached at Novatek.

Thank you for all your help in this matter.

Sincerely

Steve Bruton

Steve Bruton
Novatek Manufacturing

LORI

• Change Name:

VAAPCO → NOVATEK

• ADD DEL & ACT

CALIFORNIA → DELEGATE STEVE BRUTON

VIRGINIA → ALTERNATE NOVATEK ANIL SHERMA

I ASKED WHO GETS DRAWINGS - ?? VIA E-MAIL

• SEND MEETING NOTICE TO BOTH.

I SENT CATALOG SOLICITATION to A. SHERMA (FAX)

DELETE
R. CROSS

I GUARDING

GIL

*done 3/21/01
Waiting for next
Reply for drawings*

Qualitee

30055 Ahern Avenue • Union City, California 94587 • 1.800.944.2221 • FAX 1.510.441.8202

FMSI 14644

Subj: Re: FMSI DRAWINGS
Date: Wednesday, March 21, 2001 12:05:23 PM
From: sbruton@qualitee.com
To: FMSIINC@aol.com

Please send them to me here in California at:

30055 Ahern Ave
Union City, Ca, 94587

Thanks a bunch.

Steve

----- Original Message -----

From: <FMSIINC@aol.com>

To: <sbruton@qualitee.com>

Sent: Wednesday, March 21, 2001 7:14 AM

Subject: FMSI DRAWINGS

> RE: YOUR LETTER OF MARCH 5
> WE WILL ADD YOU AS DELEGATE AND ANIL SHERMA AS ALTERNATE.
> WHEN WE MAIL BULLETINS WE INCLUDE ASSIGNMENT DRAWINGS WITH ONE
MAILING. TO
> WHOM SHOULD WE SEND THE ASSIGNMENT DRAWINGS, TO YOU OR TO MR
SHERMA?
> GIL LAYCOCK
>

----- Headers -----

Return-Path: <sbruton@qualitee.com>

Received: from rly-ye03.mx.aol.com (rly-ye03.mail.aol.com [172.18.151.200]) by air-ye01.mail.aol.com (v77_r1.36) with ESMTP; Wed, 21 Mar 2001 12:05:23 -0500

Received: from rly-ip01.mx.aol.com (rly-ip01.mx.aol.com [205.188.156.49]) by rly-ye03.mx.aol.com (v77_r1.21) with ESMTP; Wed, 21 Mar 2001 12:05:02 -0500

Received: from tot-wa.proxy.aol.com (tot-wa.proxy.aol.com [205.188.192.1]) by rly-ip01.mx.aol.com (8.8.8/8.8.8/AOL-5.0.0)

with ESMTP id MAA09056 for <FMSIINC@aol.com>;

Wed, 21 Mar 2001 12:04:51 -0500 (EST)

Received: from computer (AC8B000D.ipt.aol.com [172.139.0.13])

by tot-wa.proxy.aol.com (8.10.0/8.10.0) with SMTP id f2LH4mj00362 for <FMSIINC@aol.com>; Wed, 21 Mar 2001 12:04:48 -0500 (EST)

Vaapco NEWSLETTER

September, 1994

It is a pleasure to present the first Vaapco newsletter. All of us at Vaapco hope that the newsletter will be useful to keep you informed of improvements, changes and other items of interest. Bill Dennis, Sales Manager, will serve as our editor and would welcome any comments or suggestions for making future editions more useful to you.

Vaapco to host booth at APRA - Dallas Oct 8-9

For the first time, Vaapco will host booth number 2005 at the APRA convention at the Infomart in Dallas, Texas, October 8 and 9, 1994. Richard Cross, President; Irv Gladding, Vice President and General Manager and Bill Dennis, Sales Manager will be available to discuss improvements at Vaapco and our increased capacities to serve you. For a complimentary ticket to the exhibit hall call Bill Dennis at (804)-675-1690.

Production capacity increases

Since April 1994, Vaapco has concentrated on bringing additional production capacity on line to provide shorter order fill time and reduce costs. By the end of September, systematic renovation of existing equipment and the installation of a new 330 ton six daylight Corsteel press will increase preform capacity 33 % and press capacity 60 %.

These increases have been supported by improvements in other production systems. Most notable is the acquisition of a Maxi-Blast mold cleaning unit to improve quality, reduce rejects and provide the capacity to thoroughly clean a mold and have it back on line in as little as 15 minutes.

Bill Dennis joins Vaapco as Sales Manager

After serving 20 years in the US Air Force, Bill Dennis has joined Vaapco to provide better service to our customers. Bill, a graduate of Hampden-Sydney College in Virginia with a B.S. in Physics, and most recently a navigator with Strategic Air Command in Omaha, NE, brings a strong technical background and a lifelong interest in the automotive industry.

P. O. Box 42 Millers Tavern, VA 23115 • Plant 804-443-4358 • Fax 443-4359

apra

FMSI.

FMSI 14646

Vaapco offers Custom Molding

Vaapco has recently worked with several customers to provide custom molding for special application friction products. Please call Bill to discuss your Custom molding needs.

Custom Labeling now available

The acquisition of a Laser printer and label printing software makes bar code printed labels available. This technology may be useful to improve your inventory management. Please call for more label information or send us a sample of the label form you like to utilize.

Vaapco consolidates mailing address

Effective 8/10/94, all mail and remittances to Vaapco should be sent to P. O. Box 42, Millers Tavern, VA 23115. Formerly, Vaapco's accounting office was in Tappahannock, VA, but has now been moved closer to the plant and shares our plant post office box.

Vaapco hires Amy Kirk to head accounting

In June 1994, Vaapco hired Amy Kirk to head its accounting function. Amy holds an A. S. degree in accounting from the University of Kentucky and formerly worked for Allstate Insurance in Lexington, KY and GTE in Warsaw, Va. Any questions concerning your invoices or accounting issues should be directed to Amy at the new accounting office, phone (804) 769-1733.

New phone lines cure busy signals

A number of you have informed us that your phone call was greeted by a busy signal. This should no longer be a problem. Additional phone equipment now allows rolling to the next available line; however, if all lines are busy an answering system will allow you to leave a message in one of our personal phone mail boxes.

Thank you for your continued interest in Vaapco. All of us are concerned that we give you the best product and service in the industry and would appreciate a call to let us know of any concern you may have or any improvements you desire.

Vaapco, Inc. P.O. Box 42, Route 621 Millers Tavern, VA 23115 (804) 443-4358 Fax (804) 443-4359

March 29, 1994

Mr. Gilbert N. Laycock
Executive Director
Friction Materials Standards Institute
588 Monroe Turnpike
Monroe, CT 06468

RE: Continuation of Membership Under New Corporate Name

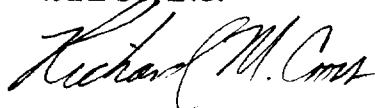
Dear Mr. Laycock:

On March 28, 1994, Vaapco, Inc. purchased substantially all of the assets of Tappa Enterprises, Inc. and will continue to operate Tappa's business including the manufacture and distribution of friction products, including brake pads and pucks.

This letter will serve to officially notify you that Vaapco, Inc. would like to continue as a member of the Institute in place of Tappa and I will serve as the delegate to F.M.S.I. for Vaapco, Inc.

I look forward to meeting you in the future, and unless I hear to the contrary, I will assume that Vaapco, Inc. is a member of F.M.S.I. in good standing. If there is any other authorization that you need, or if you have any questions concerning this request, please feel free to contact me. My card is enclosed for your convenience.

Very truly yours,
VAAPCO, INC.



Richard M. Cross
President

c: William Carreras, Tappa Enterprises, Inc.

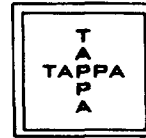
Vaapco

FMSI 14648



TAPPA
ENTERPRISES, INC.

P.O. Box 1139 — Tappahannock, Virginia 22560



April 5, 1990

Friction Materials Standards Institute
588 Monroe Turnpike
Monroe, Ct 06468

Gentlemen:

Kindly remove the name of J. Patrick Wolfe from
our list as an alternate.

Please add the name shown below.

Dorothy S Ball
Tappa Enterprises Inc

Your prompt attention to the above would be
sincerely appreciated.

Sincerely,

Dorothy S Ball

DB

FAX 804-443-9362

Office Phone 804-443-5059 Plant Phone 804-443-4358 & -4359

FMSI 14649



TAPPA

ENTERPRISES, INC.

P.O. Box 1139 — Tappahannock, Virginia 22560



February 16, 1988

Tweddle Litho Company
24000 Harper Avenue
St Clair Shores, Michigan 48080

Cur

Gentlemen:

Kindly enter our order for 50 of the 1988
Automotive Data Book.

We would like to have these catalogues include
5 hole punching.

Kindly ship to the following address:

TAPPA ENTERPRISES INC
AIRPORT ROAD
TAPPAHANNOCK VA 22560

Sincerely,

TAPPA ENTERPRISES INC

Dorothy S Ball

Dorothy S Ball

DB

Rec'd 7/12/88

①

Office Phone 804-443-5059

Plant Phone 804-443-4358 & -4359

FMSI 14650

FRICITION MATERIALS STANDARDS INSTITUTE

2-210 ROUTE 4 • PARAMUS, NEW JERSEY 07652 • PHONE (201) 248-0440

SOLD TO

SHIPPED TO

Zappa Enterprises Inc.

Tappa Enterprises Inc.

62-104207

Airport Road

Zurich, VA 22560

Ташкент, VA 32360

Attn.: Dorothy Ball

DATE	DATE SHIPPED	SHIPPED VIA	YOUR ORDER NO.	F.O.B.	TERMS	INVOICE NO.
01-01-68	01-05-68	UPS	Dorothy Ball	Detroit, MI	Net	005433
QUANTITY	DESCRIPTION				PRICE	AMOUNT
50	1968 Automotive Data Books				\$1.16	\$58.00
	UPS Charges					9.39
	Total:					\$67.39
	Dorothy Ball letter of February 16, 1968 to Tweddle Litho Co.					
	(D)					

Item # NV-B75 © Wheeler Group, Inc.

THE ANKOU

TAPPA ENTERPRISES

4/87

We deeply regret to inform you of the sudden and untimely passing of Louis Carreras, on April 17, 1987. His contributions and counsel will be greatly missed. His duties have been assumed by Irv Gladding.

We will continue to operate as we have in the past and take this opportunity to thank you for your valued support. We have greatly appreciated your past loyalty and will increase our efforts to merit that support.

Tappa Enterprises, Inc.

INVOICE

FRICITION MATERIALS STANDARDS INSTITUTE

EAST 210 ROUTE 4 • PARAMUS, NEW JERSEY 07652 • PHONE (201) 843-0440

SOLD TO

Tappa Enterprises, Inc.
P.O. Box 1139
Tappahannock, VA 22560

SHIPPED TO

Same

Attn.: Dorothy Ball

DATE	DATE SHIPPED	SHIPPED VIA	YOUR ORDER NO.	F.O.B	TERMS	INVOICE NO.	
10-06-86	10-06-86	1st Class	Dorothy Ball		No Charge	0001134	
QUANTITY	DESCRIPTION					PRICE	AMOUNT
2 Prints	Shoe FMS D31, D58					No Charge	

ITEM #NVR73 • WHEELER GROUP INC.

THANK YOU

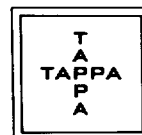
TRIPPLICATE COPY



TAPPA

ENTERPRISES, INC.

P.O. Box 1139 — Tappahannock, Virginia 22560



July 29, 1986

Friction Material Standard Institute
E 210 Route #4
Paramus, New Jersey 07652

Gentlemen:

Kindly advise if we are on your mailing list
to receive copies of all new drawings for
new numbers.

We would like to have lining and steel drawing
for 7222-D324.

Your prompt attention to the above would be
sincerely appreciated.

Sincerely,

TAPPA ENTERPRISES INC

Dorothy S. Ball

Dorothy S. Ball

DB

Louis C

TAPPA

TELEPHONE (201) 845-0440

FRICION MATERIALS STANDARDS INSTITUTE, INC.

BERGEN MALL OFFICE CENTER

E. 210 ROUTE 4

PARAMUS, N. J. 07652

August 1, 1986

Ms. Dorothy S. Ball
Tappa Enterprises, Inc.
P.O. Box 1139
Tappahannock, VA 22560

Dear Ms. Ball:

This is to reply to your letter of July 29, 1986.

Tappa Enterprises is on our mailing list to receive copies of all new drawings for new numbers. Mr. Louis Carreras is the addressee, and receives our DATA BOOK BULLETINS and SHOE BULLETINS, with prints for all new brake lining and shoe releases with the bulletins. Mr. Carreras' name is on our mailing list for this information.

Enclosed is the lining FMSI 7222A and Shoe FMSI D324 drawings. We do not have an assembly drawing.

Sincerely,

FRICION MATERIALS STANDARDS INSTITUTE

E. W. Drislane
Executive Director

FMSI 14655



TAPPA

ENTERPRISES, INC.

P.O. Box 1139 — Tappahannock, Virginia 22560



September 3, 1985

Mr Ed Drislane
Friction Materials Standards Institute
E 210 Route # 4
Paramus, New Jersey 07652

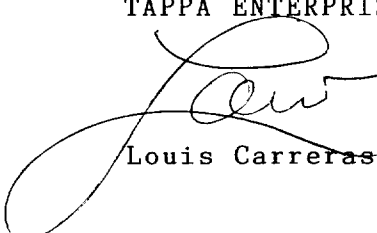
Dear Ed,

We sincerely appreciate your interest and influence in having the Board of Directors to accept your proposal to eliminate the initiation fee. This resulted in quite a savings to us.

Kindly send us drawings on the numbers attached.

Sincerely,

TAPPA ENTERPRISES INC



Louis Carreras

LC:db
Enclosure

7165-D261
7165-D262

7045-D252
7097-D222

7104-D281
7126-D206

7155-D275
7156-D276

7168-D158
7174-D270

7176-D147
7177-D227

7178-D273
7180-D277

7181-D278
7182-D279

7183-D280
7184-D282

7185-D131
7186-D283

7187-D284
7188-D285

7189-D286
7190-D287

7191-D288
7193-D291

7194-D292
7195-D294

7196-D295
7197-D296

7198-D297
7200-D30

7201-D298
7202-D299

FRICTION MATERIALS STANDARDS INSTITUTE, INC.

BERGEN MALL OFFICE CENTER

E. 210 ROUTE 4

PARAMUS, N. J. 07652

August 16, 1985

Mr. Louis Carreras
Tappa Enterprises, Inc.
P.O. Box 1139
Tappahannock, VA 22560

Dear Louis:

We had earlier advised that the Institute was considering amendment of its Constitution to eliminate the requirement of an initiation fee. As we noted in a bulletin earlier this month, that amendment has been made.

The \$1,000 initiation fee which Tappa Enterprises sent with its application will be applied to the Membership Fee for the July 1 to December 31, 1985 period. That fee is \$925.00, so Tappa has a credit balance on the fee of \$75.00. We are therefore enclosing our check in the amount of \$75.00.

The next fee billing will be that of January 1, 1986 at which time we will be sending invoices in amount of \$925.00 for the January 1 to June 30 period.

Sincerely,

FRICTION MATERIALS STANDARDS INSTITUTE

E. W. Drislane
Executive Director

FRICTION MATERIALS STANDARDS INSTITUTE, INC.

BERGEN MALL OFFICE CENTER

E. 210 ROUTE 4

PARAMUS, N. J. 07652

August 12, 1985

Ms. Dorothy Ball
Tappa Enterprises, Inc.
P.O. Box 1139
Tappahannock, VA 22560

Dear Dorothy:

Per your phone request today I'm enclosing copies of FMSI 7137 and FMSI 7138.

These were the disc pads for front and rear of the 1984 Corvettes. However, it is my understanding that Chevrolet is using the 1985 Corvette pads to service the 1984 applications as well as the 1984 Corvettes. These are the 7195 and 7196 pads, for which I have enclosed drawings.

I've been told that one cannot even buy the 1984 pads from the Chevrolet dealers as they're using the 1985 pads. Our drawings were made from samples, as these brakes are sourced by Girlock in Australia who I believe buy the pads from Japan. The original equipment pads are semi-metallic. As the original equipment parts are not made in the United States, I have been unable to get prints other than these enclosed.

Sincerely,

FRICTION MATERIALS STANDARDS INSTITUTE

E. W. Drislane
Executive Director



TAPPA

ENTERPRISES, INC.

P.O. Box 1139 — Tappahannock, Virginia 22560



August 12, 1985

Mr. Ed Drislane
FMSI
E 210 Route # 4
Paramus, New Jersey 07652

Can I

Dear Mr Drislane:

Kindly forward us lining and steel drawings on
the following numbers:

7195-D294

7196-D296 *D295*

Your prompt attention to the above would be
sincerely appreciated.

Sincerely,

TAPPA ENTERPRISES INC

Dorothy S. Ball

Dorothy S. Ball

*Invoice 4783
Mason 8/15/85*

DB



TAPPA ENTERPRISES, INC.

P.O. Box 1139 — Tappahannock, Virginia 22560



July 23, 1985

Mr. Ed Drislane
FMSI
E.210 Route 4
Paramus, New Jersey 07652

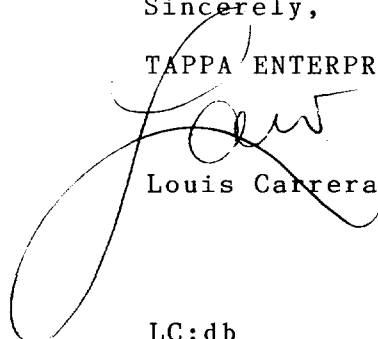
Dear Ed,

I would appreciate it if you would send to us
all the bulletins that have been issued subsequent
to the latest supplement.

Your prompt attention to the above would be
sincerely appreciated.

Sincerely,

TAPPA ENTERPRISES INC


Louis Carreras

LC:db

Office Phone 804-443-5059

Plant Phone 804-443-4358 & -4359

FMSI 14661

FRICITION MATERIALS STANDARDS INSTITUTE, INC.

BERGEN MALL OFFICE CENTER

E. 210 ROUTE 4

PARAMUS, N. J. 07652

July 29, 1985

Mr. Louis Carreras
Tappa Enterprises, Inc.
P.O. Box 1139
Tappahannock, VA 22560

Dear Lou:

Per your July 23, 1985, we are enclosing one copy each of all Bulletins issued since printing of the 1985 Supplement. These are:

DATA BOOK BULLETIN NO. 341, May 15, 1985
342, June 24, 1985
SHOE BULLETIN NO. 125, May 24, 1985

Sincerely,

FRICITION MATERIALS STANDARDS INSTITUTE

E. W. Drislane
Executive Director



TAPPA ENTERPRISES, INC.

P.O. Box 1139 — Tappahannock, Virginia 22560



July 8, 1985

Cur

Mr. E. W. Drislane
Friction Materials Standards Institute, Inc.
E. 210 Route 4
Paramus, New Jersey 07652

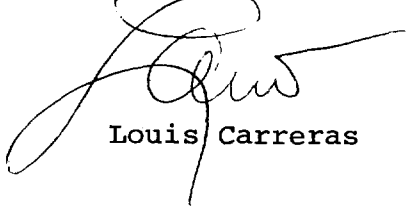
Dear Ed,

Thank you for your letter of June 25th advising
that our application for membership has been
approved.

We would appreciate your placing Mr Irv Gladding
Tappa Enterprises, Inc. Route 621, Millers Tavern,
Virginia 23115 to receive bulletins, etc.

Sincerely,

TAPPA ENTERPRISES INC



Louis Carreras

LC:db

Tappa

TELEPHONE (201) 845-0440

FRICTION MATERIALS STANDARDS INSTITUTE, INC.

BERGEN MALL OFFICE CENTER

E. 210 ROUTE 4

PARAMUS, N. J. 07652

June 25, 1985

Mr. Louis Carreras
Tappa Enterprises, Inc.
P.O. Box 1139
Tappahannock, VA 22560

Dear Louis:

This is to advise that the Membership voted to accept the application for Active Membership filed by Tappa Enterprises earlier. This was accepted at the Membership Meeting held on June 19, 1985.

We will start servicing Tappa Enterprises as of July 1, 1985. I received your letter on the catalogs, and they should be out of here shortly after July 1.

The Membership is currently considering amendment of our Constitution which would remove the requirement for the Initiation Fee. If favorable action is taken on that amendment, I will let you know. In the meanwhile, I have added your name to our mailing list for technical bulletins and the like. If you would rather have someone else on the mailing list, please let me know.

Sincerely,

FRICTION MATERIALS STANDARDS INSTITUTE

E. W. Drislane
Executive Director

PS: I have J. Patrick Wolfe as the Alternate and he, too, will receive mailings.

FMSI 14664

NEW MEMBER CHECK LIST

7-rr-

Name and Address: Tappa Enterprises, Inc.
P.O. Box 1139
Tappahannock, VA 22560
Attn.: Mr. Louis Carreras

Type of Membership: Active File folder color: Green

	<u>Initials</u>	<u>Date</u>
1. Write letter advising new Member of acceptance	<u>CWD</u>	<u>JUN 25 1985</u>
2. Set up ledger card for new Member in Accounts Receivable	<u>DL</u>	<u>JUN 26 1985</u>
3. Make up file folder for new Member with index tab	<u>DL</u>	<u>JUN 26 1985</u>
4. Add name and address for new Member on address label matrix	<u>CWD</u>	<u>JUN 25 1985</u>
5. Add name and address for new Member in appropriate Data Book and Shoe Bulletin matrix	<u>CWD</u>	<u>JUN 26 1985</u>
6. Post prints to be mailed with new bulletins to mailing chart	<u>CWD</u>	<u>JUN 25 1985</u>
7. File appropriate correspondence on gaining Membership in file folder or ballot folder	<u>DL</u>	<u>JUN 26 1985</u>
8. Advise Membership of acceptance of new Member	<u>CWD</u>	<u>JUL 17 1985</u>

FRICTION MATERIALS STANDARDS INSTITUTE, INC.

BERGEN MALL OFFICE CENTER

E. 210 ROUTE 4

PARAMUS, N. J. 07652

June 11, 1985

Mr. Louis Carreras
Tappa Enterprises, Inc.
P.O. Box 1139
Tappahannock, VA 22560

Dear Louis:

This is to acknowledge receipt of your letter of June 5, the application, and your check for \$1,000. Thank you.

Because of timing and notice required to the Membership, it may take several weeks to act upon the application. However, assuming the Board of Directors approves it next week at the Annual Meeting, I will start servicing Tappa Enterprises when I get back from the meeting.

When the 1984 Catalog (the green book) was printed, the Printer underran us. I was able to buy back some Data Books from the Membership, but the best I can do on the 1984 Data Book is about 25 copies. As regards the 1985 Supplement, we could provide upwards to 60 copies. Please let me know the quantity of each you wish to order.

Sincerely,

FRICTION MATERIALS STANDARDS INSTITUTE

E. W. Drislane
Executive Director



TAPPA ENTERPRISES, INC.

P.O. Box 1139 — Tappahannock, Virginia 22560



June 5, 1985

Mr. E. W. Drislane
Executive Director
FMSI
E. 210 Route 4
Paramus, New Jersey 07652

Dear Ed,

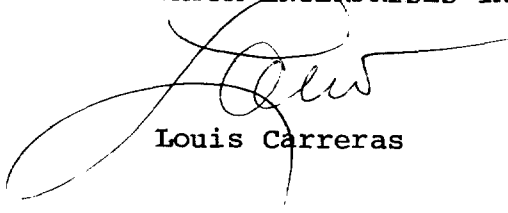
This is in reference to your letter of May 29th regarding our application, which is attached, together with the initiation fee.

We appreciate the information you supplied to us on the telephone today regarding the asbestos dust hazard requirement by OSHA. Also, we appreciate your interest in our behalf regarding the initiation fee.

As soon as our application is approved, we would like to order some 1984 catalogues and supplements. We hope these are still available.

Sincerely,

TAPPA ENTERPRISES INC



Louis Carreras

LC:db
Enclosure

Office Phone 804-443-5059

Plant Phone 804-443-4358 & -4359

FMSI 14667

FRICTION MATERIALS STANDARDS INSTITUTE, INC.

BERGEN MALL OFFICE CENTER
E. 210 ROUTE 4
PARAMUS, N. J. 07652

May 29, 1985

Mr. Louis Carreras
Tappa Enterprises
P. O. Box 1139
Tappahannock, VA 22560

Dear Mr. Carreras:

In line with our conversation earlier this week, I am sending along information on Membership in the Institute. I am sure you are aware of most of what I'll include based on your former Memberships with Forcee and Virginia Friction.

The eligibility requirement is that an individual or company be a manufacturer of friction materials in commercial quantities. It is my understanding that Tappa Enterprises manufactures disc brake pads and that of course serves the eligibility requirement.

I am enclosing the following:

Constitution and By-Laws
List of Membership (1984)
EXHIBIT A - Services to Members
Application for Membership (2)

The annual membership fee is based on "categories" that a Member sells. The formula is currently \$1,150 basic fee plus \$700 for a category. The categories are (1) brake linings, (2) brake blocks, (3) clutch facings, and (4) new unlined brake shoes. Assuming Tappa Enterprises is in one category (disc brake pads are under the "brake lining" category), the Annual Fee at current rates would be \$1,850 per year. I mention "current rates" as the fee could be increased in the future.

For Active Members (United States Members) there is a one time Initiation Fee of \$1,000. Application should be made on the form enclosed. The application must be signed by a responsible Officer of Tappa Enterprises, and accompanied by the \$1,000 Initiation Fee. If for some reason the application were not accepted, the \$1,000 would be returned.

I am also enclosing a copy of your earlier application for the Virginia Friction membership which may help in preparing the enclosed application.

Sincerely,

FRICTION MATERIALS STANDARDS INSTITUTE

E. W. Drislane
Executive Director

A P P L I C A T I O N F O R M E M B E R S H I P

TO THE BOARD OF DIRECTORS OF
FRICTION MATERIALS STANDARDS INSTITUTE, INC.

Gentlemen:

The undersigned hereby applies for membership in the FRICTION MATERIALS STANDARDS INSTITUTE, INC., as an Active Member, and certifies to the following:

1. Name of Applicant: Tappa Enterprises Inc
2. State of Incorporation: Virginia
3. Principal Office: P.O. Box 1139 Tappahannock, Va. 22560
4. Date of Incorporation: March 2, 1982
5. Length of time dealing with friction materials: 3 years
6. Do you manufacture friction materials from the basic materials or do you buy partially finished products from other companies? Basic Materials
7. Type of friction materials manufactured, and approximate annual capacity of plant (Pieces or Tons): Disc Pads 8 million
8. State approximate amount of said materials now manufactured in commercial quantities (Pieces or Tons): 8 million
9. Is the distribution of your product national, international or local or in how many states? International
10. Do you list the materials you manufacture in catalogs or in some other form? If so, please furnish us with a copy of same: No Catalogues
11. Reference as to financial strength in relation to operations (Assets, Liabilities and Gross Sales, or Bank Reference): \$1,000,000.00

12. Is plant owned by applicant or leased? Owned

The undersigned hereby acknowledges receipt of a copy of the Constitution and By-Laws of the Institute and agrees that, if elected to membership, it will accept and be bound by the said Constitution and By-Laws, together with any amendments that may from time to time be made thereto.

The undersigned hereby designates Louis Carreras
as its delegate and J. Patrick Wolfe as its alternate
delegate, to represent it at any meeting of the membership.

By: Dorothy S. Ball
(Signature)

Dorothy S. Ball, Secretary
(Please Print or Type Name, Title)

Company: Tappa Enterprises Inc