



To: G. M. Ruhf

Date: December 22, 1981

Location: WAYNE

Copy to:

From: R. E. Howe

Location: VALLEY ROAD

Subject: Chicago - Order Centralization at Bound Brook
And Removal of Stock to Chicago Plant From
Reference Chicago Distribution Center

W. Daleske - CG
H. Goeler - NA
E. J. Mosko - BB
J. Cardone - BB
M. Taleho - BB
G. A. Menghi - HO
H. C. Gaffney - CG /
A. C. Bell - NA
D. F. Robinson - NA
J. A. Zebrowski - BB
F. E. Rudolph - NA
P. A. Spatafora - BB

As discussed, we will take steps to transfer the Chicago order processing operation to Bound Brook effective February 1, 1982.

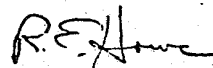
The Chicago plant (Mac Gregor) will be used as a warehouse point. The plant office will be used as the contact point for the salesman. Mr. Cardone will be the principal order contact in Bound Brook. The telephone number is 800-526-3945.

Mr. Menghi will request the salesman (Mr. Tonges) to meet with Mr. Gaffney and work out a mutually acceptable means of accommodation. Mr. Menghi will also inform the customers affected by the move.

Mr. Cardone will work with Mr. Gaffney and Mr. Daleski to achieve an orderly transition of inventory to the Chicago plant.

Mr. Taleho will arrange for the necessary changes in the TPS records and for the movement of the credit information.

If there are any problems as the plan proceeds, please call me.


R. E. Howe

mcs

DEC 28 1981