



DANA CORPORATION

O. E. SERVICE PARTS DIVISION
HAGERSTOWN DISTRIBUTION CTR.

INTRA-COMPANY COMMUNICATION

SUBJECT PAST-DUE RECAPS - OESPD HAGERSTOWN
ORDERS

DATE September 19, 1969

RECEIVED 9/24/69

TO Bill Sheehan

Dear Bill,

Attached is a listing of past-due recaps on OESPD Hagerstown orders as of 9/11/69. Would you please discuss these recaps with your involved personnel and advise me immediately of your findings. As you can see, there are many orders past due beyond your acknowledged shipping date.

Since we are promising delivery to our customers based on information obtained from you, it is extremely important that we either know you will meet your schedule or we be advised to the contrary.

These reports will come to you on a weekly basis in the future and should be of upmost concern to both you and your involved personnel.

R. E. Hanson
Plant Manager

/pam

Enclosure

CC: R. D. Morrison
B. Basile

VPD-91-0000277