

JOHNS-MANVILLE  
SALES CORPORATION  
BUILDING PRODUCTS DIVISION

22 EAST 40TH STREET • NEW YORK 16, N. Y. • TELEPHONE: LEXINGTON 2-7600



October 25, 1961

Mr. Lawrence Kent  
Bestwall Gypsum Company  
P. O. Box 4  
Grand Rapids 1, Michigan

Dear Mr. Kent:

We understand that you are having some difficulty in determining which Johns-Manville district sales office is responsible for orders received at Grand Rapids.

When orders are telephoned if you would ask the salesman his district office, this should take care of phone calls. If orders are mailed, I believe that they would generally come from our district office which should show the location on the order.

If you continue to have difficulty in identifying the responsible sales office, you could refer to the attached map and in most cases see immediately. If you are uncertain as to the location of the town, it may be necessary to refer to our Territorial Assignment bulletins of which I believe you have received copies.

In any case the matter of greatest importance is to handle the order promptly and if there is some delay in the billing we at least shall not lose the business. Many thanks to you for your continuing cooperation in handling our orders.

Sincerely yours,

E. A. Dennison, Manager  
Gypsum Products

EAD:DB  
Enclosure

cc: Mr. John Moss, Grand Rapids Plant  
Mr. C. E. Abbey, Ardmore

COPY

SGP 0029555

Indianapolis District  
October 10, 1942

GENERAL BULLETIN NO. 4341-305

TO: ALL INDIANAPOLIS DISTRICT SALESMEN

CRISUM PRODUCTS

Please show Indianapolis District and your territorial number on all orders mailed or phoned to Grand Rapids. I quote a letter to Eastwall from Mr. E. A. Dennison:

"Dear Mr. Kent:

We understand that you are having some difficulty in determining which John-Manville District sales office is responsible for orders received at Grand Rapids.

When orders are telephoned if you would ask the salesman his district office, this should take care of phone calls. If orders are mailed, I believe that they would generally come from our district office which should show the location on the order.

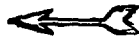
If you continue to have difficulty in identifying the responsible sales office, you could refer to the attached map and in most cases see immediately. If you are uncertain as to the location of the town, it may be necessary to refer to our Territorial Assignment bulletins of which I believe you have received copies.

In any case the matter of greatest importance is to handle the order promptly and if there is some delay in the billing we at least shall not lose the business. Many thanks to you for your continuing cooperation in handling our orders."

Please do everything possible to insure service to your customers.

E. C. DAVIS

cc: E. A. Dennison - Nat. Vert.  
Lawrence Kent - Grand Rapids  
All Indianapolis Office Personnel



SGP 0029676