

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

Mrs. Kent

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.

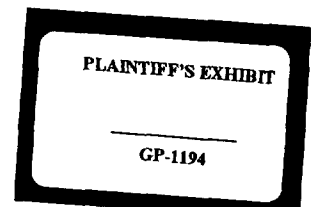
In any case the matter of greatest importance is to handle the order promptly and if there is some delay in the billing we at least shall not lose the business. Many thanks to you for your continuing cooperation in handling our orders.

Sincerely yours,

E. A. Dennison, Manager
Gypsum Products

EAD:DB
Enclosure

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



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