

5/30/55

Memo for shipment of Centennial Booklets.

Under date of May 20, and included in a letter pertaining to other business, Edith L. Bristol of J.K. Gill Company, Portland, requested shipment of 25 Centennial booklets.

These had been offered at the customary 40 per cent discount (that as I deduce is 60 cents each)

The proper procedure would be to send the booklets immediately, and bill them, including postage.

I believe it would be proper in this case to include a brief note, reaffirming that the booklets are returnable. It is customary after one year's time, providing their condition is undamaged.

The address is:

J.K. Gill Company,  
408 S.W. Fifth Ave.,  
Portland 4, Oregon.

This book store has many outlets and I have sent Mrs. Bristol (or perhaps it is Miss) a copy of the booklet in pursuance with earlier negotiations. Since she is the buyer, an opportunity to size it up personally may result in a larger immediate order. A firm like this should have the booklets as promptly as possible.

A suggested letter form is enclosed to accompany the billing.

Relander