

Oct. 2, 1958

Jan and Chappie:

Please note: We prefer to sell the pencils, ZDP and ZDPL by the gross only as they come packed by the gross.

Out of stock for rest of year- GSH bamboo shoe horns

Almost out of stock for bal of this year-LT-11 and LT-11 lacquer trays, especially low on the red ones.

We have discontinued T-14-SG square gold 14" trays (price too low for us and supply limited - that is, production is slow).

Regarding minimum order, we do not like to ship orders under \$10.00 even on re-orders. Minimum order for initial orders is \$20.00, still. Often, customers want a re-order on one or two items and we ship only if it is between \$10.00 and \$20.00 if they are prompt pay. It is difficult for us to adhere strictly to the \$20.00 minimum because they write in their order direct by mail, but if you see them at the showroom, we would appreciate your trying to keep it at \$20.00 whenever possible. Usually, these direct orders are rush orders and due to the long distance we accommodate the customers only because it is almost as much trouble to write and tell them about the minimum as it is to ship it out, but we write a note to the customers for their reference the next time.

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August 25, 1958

Powell's Office Supply  
198 S. Oregon Street  
Ontario, Oregon

Dear

Our first order was for the stationery for the next time  
as much as possible to make sure that the stationery is of the  
type to the long distance we accommodate the stationery only because it is almost  
at \$50.00 minimum. Please place orders the way orders and  
if you see them at the moment we would appreciate your helping to keep it  
to the \$50.00 minimum because they make in their order. Please pay with  
and \$50.00 if they are bought by. If it is difficult for us to order  
with a re-order on one of two items and we are only if it is between \$10.00  
re-orders. Minimum order for printed orders is \$50.00. Often, stationery  
regarding minimum order, we do not like to order orders under \$10.00 even on  
algebraically printed - that is, production is slow. (Note: we are not  
we have discontinued 1-1-58 and 1-1-58 (Note: we are not  
tom on the red ones.)  
Please note: we prefer to sell the benefits, and we are only  
and our charges: