

# MONSANTO CHEMICAL COMPANY

ST. LOUIS, MISSOURI

February 3, 1942

TO OUR CHLORINE CUSTOMERS:

In order that you may obtain your Chlorine requirements in any given month, it will be necessary for you to fill out a PD-190 form, returning the original and two copies, along with your regular purchase order, to this office by the 10th of the month preceding that in which you require delivery.

We have found from the application orders we have received so far that there has been some misinterpretation, and in order to clarify some of the most commonly misinterpreted Sections, we offer the following suggestions, using a March order as an example:

Section 3: "Stocks of Chlorine on hand last day of previous month:" (This should be your stock as of Jan. 31.)

"Quantity of Chlorine to be delivered during month:" (This is the Chlorine you expect to receive from us during February.)

Total the above and give the estimated length of time, in days, this quantity will last. If this indicates an increased amount of Chlorine above your past consumption, please explain this in Section 9 of the form.

Section 6: This should be the quantity of Chlorine you are ordering for March.

Section 7: Give the delivery date, or dates, on which you require the Chlorine requested in Section 6.

Section 8: If you have various ratings, please list each separately showing the quantity that may be given that rating. Place all A ratings under Defense Orders, and all B ratings under Civilian Orders.

You will probably not have any trouble filling out the other Sections, but if you do have any questions, please write us.

To prevent the possibility of future Forms, and correspondence regarding these Forms, from going astray, we should appreciate your giving us the name of the person to whom we should address any correspondence on this subject.

Thanks for your cooperation.

Very truly yours