

February 22, 1939.

Mr. W. E. Nugent,
Scale Department,
Fairbanks, Morse & Co.,
1218 Liberty Street,
Kansas City, Mo.

Dear Mr. Nugent:

Mr. Earl Falkenstien has turned over to me your letter of the 20th with regard to the repair of the dial scale which we have here in the women's gymnasium.

We shall be glad if you will have your service man take care of this scale when your truck goes out in March. I am enclosing a bid sheet for you to fill out and sign so that payment for this service may be made to you without delay. All orders for purchases and service charges have to be sent through our business office prior to the time of delivery. For that reason I believe it will facilitate matters if you will return the bid sheet to us within the next few days.

I notice in your letter to Mr. Falkenstien that your service charge is \$7.50, which does not include repair parts. Of course, we do not know at this time whether any repair parts will be needed.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.