

D. KEEDY CAMPBELL, GENERAL MANAGER
LES R. FREEBURG, ASS'T GEN'L MANAGER
ARNO F. HEINRICH, FACTORY MANAGER

R. C. CAMPBELL, PERSONNEL DIRECTOR
LOREN V. BROWN, GEN'L SALES MANAGER
KARL H. ROYER, GEN'L MDSE. MANAGER

FRANK E. DUBACH, GENERAL AUDITOR
KEITH W. DANCY, GEN'L CREDIT MANAGER
MARION H. MILLER, PUBLICITY DIRECTOR

KANSAS CITY, MO.
MINNEAPOLIS, MINN.
CINCINNATI, OHIO.
PITTSBURGH, PA.
WASHINGTON, D. C.
KANSAS CITY, KAS.
CLEVELAND, OHIO
DES MOINES, IOWA
PHILADELPHIA, PA.
WORCESTER, MASS.

LOWE & CAMPBELL

ATHLETIC GOODS

DIVISION OF WILSON SPORTING GOODS CO.

WHOLESALE MANUFACTURING RETAIL

1509-11-13 BALTIMORE AVE.,

KANSAS CITY, Mo.

January 14, 1941

CHICAGO, ILL.
DALLAS, TEXAS
ST. PAUL, MINN.
ST. LOUIS, MO.
DETROIT, MICH.
DENVER, COLO.
SYRACUSE, N. Y.
NASHVILLE, TENN.
CHARLOTTE, N. C.
BOSTON, MASS.

Mr. E. B. DeGroot, Jr.
Dept. of Physical Education
University of Kansas
Lawrence, Kansas

Dear Mr. DeGroot:

We have just received your letter of January 13th relative to the balls repaired for you and we must admit that a mistake has been made on your order, not in the way in which it was billed to you but rather in the bid that we made covering the repairs on these balls.

An error in transcription failed to list one of these balls as being rejected. The correct price for the other four balls is as follows: one at 80¢, one at \$1.15, one at \$1.55, and one at \$1.80, which includes all of the repairs and the necessary parts. This totals \$5.30.

We realize that we should have shown the various component costs of the total but failed to do so and also failed to indicate that one ball should have been rejected because of its general condition.

By way of adjusting our error, we suggest that you allow us to credit your account for 20% or one-fifth of the total amount of the charge. This should serve to satisfy an auditor of your account concerning the discrepancy between the bid and the invoice.

Please advise us if it will be satisfactory to put through this credit and if so, we will make adjustment at once.

Very truly yours

LOWE & CAMPBELL

By

C. Moffatt
C. Moffatt - Order Supervisor

CM:CG