

# SMITH-GRIEVES COMPANY *Printers*

17th and WASHINGTON  
KANSAS CITY, MO.

February 13, 1940

Dr. Forrest C. Allen,  
University of Kansas,  
Lawrence, Kansas.

Dear Dr. Allen:

As you are on the Local Committee which will have charge of publicity and other details in connection with the National Association of Basket-ball Coaches of the U.S. to be held in Kansas City this Spring, we wish to outline the facilities we possess for taking care of such work as may be required along this line.

No doubt you know that we have one of the oldest and largest printing and envelope plants in this vicinity but you are, perhaps, not aware that we are the only shop in Kansas City that operates day and night every working day in the year.

In the stress of last minute preparation of programs, unavoidable changes in speakers and other exigencies which cannot be foreseen, this feature is of first importance.

Not only do we provide quicker service at no overtime rate, but we thus enable you to extend your "dead-line" insofar as you utilize our night operation.

Will you please keep this letter on file and consider us when you are ready to place orders for envelopes, booklets, programs, admission cards or any other item in our line?

Very truly yours,

*J. D. Overney*  
SMITH-GRIEVES COMPANY