



# University of Kansas Press

L A W R E N C E ~ K A N S A S

June 15, 1942

Dr. F. C. Allen  
Physical Education

Dear Dr. Allen:

Last summer the University Press inaugurated a plan of offering a 10% discount on all printing orders placed early in the summer for fall delivery—a plan designed to help keep our presses busy during the summer and to assist the various schools and departments of the University in making their printing dollars reach as far as possible.

A similar offer is made again this summer. On all orders placed prior to July 15, for delivery between August 15 and September 1, a 10% discount will be allowed—paper stock excepted.

I believe this offer makes it well worth while for all departments to take time off immediately to check their present printed supplies, and to attempt to anticipate next year's needs as far as possible. Letterheads, envelopes, all regular office forms, as well as all printing which will be needed with the opening of school, fall in this category.

I have a card file which shows the quantity and cost of all printing which we have done for your office the past two years, which might be of some help in anticipating future needs. Phone me at KU-103 if I can be of any service.

Yours very truly,

UNIVERSITY OF KANSAS PRESS

*Mickie*

Director

TCR:JB

*Printing, Multigraphing and Mimeographing*  
— for the University —