



ESTABLISHED 1831

WHITIN MACHINE WORKS

CHARLOTTE DIVISION

P. O. BOX 1889
CHARLOTTE, NORTH CAROLINA, 28201
TEL: 376-5511 AREA CODE 704

Attention: Director Of Purchasing

Gentlemen:

Effective Monday, July 11, all orders for genuine Whitin replacement parts should be directed to:

Whitin Machine Works, Inc.
Replacement Parts Division
P. O. Box 1889
Charlotte, North Carolina 28201

The change in the location of the Replacement Parts Order Administration Department is another in a programmed series of changes designed to provide you, the Whitin customer, with fast and efficient replacement parts service.

In addition to your replacement parts orders, all inquiries, requests for quotations, follow-ups, and other correspondence relating to replacement parts should be directed to Charlotte.

Very truly yours,

John B. Schulze

Vice President - General Manager

JBS/b

Handwritten initials in red ink, possibly 'JBS' and 'b'.