

BALFOUR, GUTHRIE & CO., LIMITED

BALFOUR, GUTHRIE & CO., LIMITED
SAN FRANCISCO, LOS ANGELES
SEATTLE, PORTLAND, TACOMA
SPOKANE, DALLAS

67 WALL STREET

NEW YORK 5, N.Y.

CABLE ADDRESS
"CORDILLERA - NEW YORK"
TELEPHONE WHITEHALL 4-0100

IN REPLY PLEASE QUOTE
REF. J.L. Downie:vjk
DEPT. Export

November 24, 1948

Civil Air Transport
Hotel Washington
Suite B
Washington, D. C.

Att: Mrs. Doreen Lonborg

Dear Sirs:

Last month you called at our office to inquire if we would be interested in taking over the buying and forwarding of air-plane engines, accessories, and miscellaneous supplies for shipment to your principals in Shanghai, and you subsequently introduced us to your associates, Messrs. Richardson and Whipple.

We advised you that we would be prepared to undertake the work you outlined for a commission of $2\frac{1}{2}\%$ on the c.i.f. value, all cables and long distance telephone calls to be for your account. We also mentioned that if you felt it would be advisable for certain members of your organization to join our offices, either at New York or Los Angeles, that the salaries and travelling expenses of these men would all be for your account. As regards finance, we emphasized that we would require to be put in funds in U.S. dollars for the full c.i.f. value before placing any orders and we know that you fully appreciate the importance and necessity of this stipulation, and from which we cannot deviate.

We were glad to receive a visit again from Mrs. Lonborg today, when she informed us that our terms were satisfactory, and it was agreed that we would commence acting as your agents as of December 15th. We understand that you would like Mr. Richardson to be resident at our Los Angeles office, and that Mr. Whipple and Mr. Lent will join us here. This is quite agreeable to us, and we think it will simplify matters if you can arrange to pay the salaries of these three gentlemen

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from your own office. We understand that Mr. Lent will probably be with us until February 1949, and that then he expects to proceed to the Pacific Coast for educational purposes.

We have a well organized Export Department which is very much at your service, and you can rest assured that your interests will have our very best care. We will be glad to secure estimates, or buy anything your Shanghai friends may designate, but in the meantime it is clearly understood that we have no responsibility for the quantities, description, cost, or condition of goods which may be selected by Messrs. Richardson and Whipple, and which they instruct us to confirm and ship.

We trust that this letter satisfactorily covers the various points we discussed with you, and we should be glad to have your acknowledgement. We presume that in due course we will be receiving an official letter of appointment from your Shanghai principals, and we shall be glad if you will please assure General Chennault that our organization in the United States will be most pleased to help him in any way it can.

Yours very truly
BALFOUR, GUTHRIE & CO., LTD.

H. W. Mill
Asst. vice Pres.