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December 10, 1948

Balfour Guthrie & Co. Ltd.,
67 Wall Street,
New York, N. Y.

Attention: Mr. J. L. Downie.

Gentlemen:

Receipt of your letter of November 24 is acknowledged.

I confirm acceptance of the terms outlined in your letter and take pleasure in appointing you purchasing agents for Civil Air Transport.

There is a slight change in personnel we will place in your office. Mr. Richardson has been transferred to China at the end of the year. I have asked Mr. Richareson to turn over his department to you on December 16, and Mr. Whipple and and Mr. Lent will accompany him.

For the present I believe Mr. Whipple can handle the entire area. I would however appreciate a report from you in about three months, giving me your views and opinion as to Mr. Whipple's ability to do this. Since you are relieving him of all administrative work, I believe he will be able to do the job.

It is understood that Mr. Whipple's sole function is to locate, inspect and advise you of the status of airplane parts, miscellaneous supplies. Mr. Whipple will be furnished an Air Travel Card, so that his travel by air will be charged to Civil Air Transport direct. However, I would appreciate your supplying him with expenses against a voucher submitted by him.

While Mr. Whipple is in effect a member of my staff, I wish, however, to advise you that you will have full control over him. I believe this is necessary for your own efficient handling of our requirements.

APPROVED FOR RELEASE
DATE: 23-Sep-2009

F.N.# 173

I am enclosing \$10,000.00 as a first deposit against purchases you may make in the immediate future. I hope before the end of this month to make a further deposit so that the credit to our account can be held at \$50,000.00.

For the present, I would appreciate a daily wire from you simply stating - "Seventeenth One: Balance our credit
Two: Payments made
Three: Payments earmarked

I realize from my own experience that there will be days when there will be no change. However, as I must report daily to China, a wire stating just - "18th unchanged" sent in time to reach me prior to 4:00 P.M. would be sufficient.

I expect to be in New York for the weekend 18/20, and will call on you then.

Please feel free to call on me at any time. I believe there may be times when I can be of some assistance but I am convinced our association will be satisfactory.

Very truly yours,

Doreen Lonborg
Executive Secretary