

GUIDE-KALKHOFF-BURR INCORPORATED

225 VARICK STREET, NEW YORK 14

November 19, 1953

Miss Grace E. Mahon
The Foundation for Economic Education
Irvington-on-Hudson
New York

Dear Grace:

Thank you for your telephone authorization to proceed with a reprint edition of MAINSPRING based on the following specifications:

QUANTITY	10,000
PAGES	280
COMPOSITION	type is standing; we reset one paragraph on page 59 and correct a type on page 85
PAPER	50 lb. Warren's #66 Antique (which will be trimmed four sides)
PRESSWORK	black
BINDING	3,000 copies to be full bound as before 7,000 copies, folded, gathered and sewed and stored for later conversion
DELIVERY	We failed to provide transportation cost to Irvington. It amounts to approximately \$85.00 on the 10,000 copies which we hope you will allow. Full bound in cartons; paper covered (if and when ordered) in bundles
TERMS	Net cash. Subject to the Printing Trade Customs on reverse side and also subject to price and availability of outside purchases at time of purchase by us.
PRICE	\$5814.00 (plus transportation?)

We have ordered stock paper which has been promised for next week. At this writing we haven't been able to work out a production schedule but rest assured we will do everything possible for early delivery.

Very sincerely yours,

GUIDE-KALKHOFF-BURR, INC.

Lawrence Landsman
Lawrence Landsman
Vice President

LL:chl

PRINTERS, TYPESETTERS AND BINDERS SINCE 1837

P.S. *I will check with you before binding for possible increase in bound arrangements not yet consummated on storage* *at least 1000 bound copies* *bound copies*

PRINTING TRADE CUSTOMS

QUOTATIONS

All quotations are based upon regular straight time hourly rates of wages and conditions prevailing at date of quotation and are subject to amendment or withdrawal at any time prior to the receipt and acknowledgment by the printer of any acceptance thereof.

PRICES

All prices are based on the written specifications, the work to be begun at once and carried on continuously until completion. Prices on non-estimated work and reprints of both estimated and non-estimated work are subject to change without notice.

ORDERS

Orders received and accepted by the printer cannot be cancelled except upon terms that will compensate against loss. The customer guarantees the legal propriety of all matter submitted to the printer for printing and/or publication; and will indemnify the printer against all claims and responsibility arising from the printing and/or publication of such matter, including the legal expenses and disbursements incurred by the printer in contesting the same.

EXPERIMENTAL WORK

Experimental work performed on orders, such as sketches, drawings, composition, plates, presswork, and materials, whether or not similar to those herein specifically enumerated, will be charged for at current rates.

SKETCHES AND DUMMIES

Sketches and dummies furnished by the printer shall remain the property of the printer and no use of same shall be made, nor any idea obtained therefrom be used, except upon compensation to be determined by the owner.

DRAWINGS, ENGRAVINGS AND ELECTROTYPES

Drawings made and manipulated by the printer, and plates made from the printer's original design and the necessary electrotypes used in the printing of the order, remain the exclusive property of the printer, unless otherwise agreed upon in writing.

PROOFS

Proofs not in excess of two sets, will be submitted with original copy. Corrections, if any, must be plainly written in the margin of the proof and returned with the original copy to the printer marked "O. K." or "O. K. as corrected" and signed by the one duly authorized to pass on same. If revised proof is desired, request must be made for the same when first proof is returned. No responsibility for errors is assumed if work is printed as per customer's "O. K."

ALTERATIONS

Time consumed by reason of author's alterations of copy, changes made in work or materials, detention of presses, and other delays caused by customer will be charged for at current rates. If, through printer's error, work has to be done over, there will be no extra charge, but if, through customer's error or change of instructions it must be done a second or third time, such extra work will be an additional charge. Such changes will be charged for at current rates for composition or any detention of presses.

STANDING MATTER FOR BOOK AND JOB WORK

All standing type matter held longer than 30 days is subject to a charge thereafter as follows: periodical, two cents per square inch per month for hand type; linotype and monotype matter, one cent per pound per month; law briefs and cases, five cents per page per month; advertising typography, one-tenth cent per day per square inch.

PRESSPROOFS

An extra charge will be made for pressproofs when requested unless this form of work is called for when estimate is given. Customer should be present when the form is made ready on the press so that no press time will be lost. Presses standing idle awaiting "O. K." from customer will be charged for at regular production hour rates.

QUANTITY DELIVERED

As it is practically impossible to produce exact quantities, it is agreed that a margin of ten per cent be allowed for over or short count, same to be charged for or deducted at the per thousand production price, which is the total price of the order, less the preparation expense, pro rated per thousand.

POSTAL CARDS AND STAMPED ENVELOPES

Since the purchase of postal cards and stamped envelopes involves a cash expenditure, customers must furnish these with their order. If they are not so furnished, an extra charge of 10% of their cost will be made to cover additional services in securing them.

HANDLING PAPER STOCK

A charge of 1/4c per pound will be made for receiving, opening and handling all paper stock supplied by the customer.

STORAGE CHARGES

A charge of 10c per 100 pounds per month will be made on all stock held by the printer longer than 30 days, and a similar charge of 10c per 100 pounds per month will be made for the storage of all customer's plates.

CUSTOMER'S PROPERTY

All plates, cuts, paper and other property are held at customer's risk, and printer assumes no responsibility for loss or damage by fire, water, or from any other cause, whether or not similar to those herein specifically enumerated.

DELIVERY

Unless otherwise specified, price quoted is F. O. B. customer's sidewalk. All estimates are based on continuous and uninterrupted delivery of complete order, unless specifications distinctly state otherwise.

TERMS

Net cash, unless otherwise provided in writing. Interest charged on past due accounts. All claims must be made within five days of receipt of goods.

AGREEMENTS

All agreements are made and all orders accepted contingent upon strikes, fires, accidents, war, unusual market conditions, or other conditions beyond printer's control, whether or not similar to those herein specifically enumerated.

ARBITRATION

All claims, demands, disputes, differences or controversies and misunderstanding arising under, out of, or in connection with, or in relation to any agreement entered into between printer and customer, shall be submitted to and be determined by ARBITRATION, pursuant to the Arbitration Laws of the State of New York, before the Board of Commercial Arbitration of the Federation of Graphic Arts and Allied Industries of New York City, or in the Tribunal of Justice known as the Court of Arbitration, established and conducted by the American Arbitration Association, and in accordance with its Rules.

GUIDE-KALKHOFF-BURR
INCORPORATED

225 VARICK STREET, NEW YORK 14, ALGONQUIN 5-4900

Foundation for Economic Education
Irvington-on-Hudson, N. Y.

Date September 30, 1955

Our Number 8-11-0

Your Number

TERMS: *Net Cash, No Discount*

MAINSRING

Paper, offset, presswork, scoring 6600 covers	210.97
Complete binding 1004 copies full bound	532.48
" " 6515 " paper covered	622.00
7519 ✓	

(We owed you 6968 copies - see printing bill Dec. 30, 1953
our order 11-19-A. Therefore:)

Overrun 551 copies @ 250.00 M	<u>137.75</u>
	\$1503.20

(No tax)

