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Sigmund Wahrsager

Bear, Stearns & Co.
55 Water Street
New York, N.Y. 10041
(212) 952-5966

BEAR STEARNS

R. L. NEVIN

PRESIDENT

KEITH CLARK, INC.

1450 BROADWAY

NEW YORK, NEW YORK 10018

(212) 594-3150

PLANT: SIDNEY, NEW YORK



KEITH CLARK, Inc.

1450 BROADWAY · NEW YORK, N. Y. 10018
AREA CODE 212 594-3150

September 19, 1974

BY HAND

Mr. C. W. Fletcher, Executive Director
Committee for Purchase from the Blind
and Severely Handicapped
2000 Fourteenth Street - North, Suite 610
Arlington, VA 22201



Dear Sir:

We refer to our telegram dated September 17, 1974 and submit to you the following information:

P. R. Publishing Co. located in Humacao, Puerto Rico is a wholly owned subsidiary of Keith Clark, Inc. operating under the Commonwealth of Puerto Rico Industrial Incentive Act of 1963 (Act No.57 of June 13, 1963). Humacao is a town of 35,000 population located approximately 43 miles southwest of San Juan.

Keith Clark, Inc. has for over twenty years been prime contractor of the General Services Administration for calendar pads and currently holds Contract GS-OOS-92675 for Item No.7510-405-9304 - 1975 Type III Calendar pads. P. R. Publishing Co. is producing the entire quantity required by the contract and that facility is the point of inspection and shipment to General Service Administration warehouse destinations.

Current employment at P. R. Publishing Co. averages 90 to 95 persons. Humacao is an area of high unemployment and P. R. Publishing Co. holds a Certificate of Eligibility for Preference in Federal Procurement Contracts, certified for First Preference Group in a disadvantaged area.

The Government Contract referred to represents 25 to 30% of total annual production at this facility, and therefore loss of this work would create the necessity for a shut down for a minimum of three months. While there is never any guarantee of future General Service Administration commitments, the continuity of government contracts - as indicated - for so many years has affected planning and production projections for future years.

(continued)

KEITH CLARK, INC.

Mr. C. W. Fletcher, Executive Director
Committee for Purchase from the Blind
and Severely Handicapped

Page - 2
Sept. 19, 1974
BY HAND

The worthy objectives of the Committee are fully appreciated, but we earnestly request that careful consideration be given to the hardship created by the proposed transfer of this production and employment from one disadvantaged group to another.

Sincerely yours,

R. L. Nevin
President



RLN:gg

cc: J. G. O'Neil
Eric Watlington

GSA

COMMITTEE FOR PURCHASE FROM THE
BLIND AND OTHER SEVERELY HANDICAPPED

November 29, 1974

Suite 610
2009 Fourteenth Street North
Arlington, Virginia 22201

703-557-1145

Mr. R. L. Nevin
President
Keith Clark, Inc.
1450 Broadway
New York, New York 10018

Dear Mr. Nevin:

On October 11, 1974 I informed you that the Committee would reconsider its decision regarding the addition of calendar pad, NSN 7510-00-405-9305 to the Procurement List for provision by a workshop for the other severely handicapped under Public Law 92-28.

After considering your telegram and letters, as well as a telegram from Mr. Pedro R. Sola, Department of Industrial Services in Puerto Rico, the Committee unanimously reaffirmed its decision regarding the addition of the calendar pad to the Procurement List.

I regret that I am unable to provide a more favorable reply.

Sincerely,

C. W. Fletcher

C. W. FLETCHER
Executive Director



COMMITTEE FOR PURCHASE FROM THE
BLIND AND OTHER SEVERELY HANDICAPPED

October 11, 1974

Suite 610
2009 Fourteenth Street North
Arlington, Virginia 22201

703-557-1145

Mr. R. L. Nevin
President
Keith Clark, Inc.
1450 Broadway
New York, New York 10018

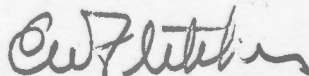
Dear Mr. Nevin:

Your letter of September 17, 1974, addressed to the Administrator, General Services Administration, has been referred to us for reply.

As I mentioned to you during our meeting of September 20, 1974, copies of your telegram and letter regarding the addition of Calendar Pad 7510-00-405-9305 will be furnished to Committee members for their consideration. They are also being provided a copy of a telegram from Mr. Pedro R. Sola, Director, Department of Industrial Services, Commonwealth of Puerto Rico, on the same subject. Upon completion of their review, we will inform you of the Committee's decision.

Your interest in the Public Law 92-28 program is appreciated.

Sincerely,



C. W. FLETCHER
Executive Director

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION
WASHINGTON, DC 20405



OCT 8 1974

Mr. Pedro R. Sola
Director
Puerto Rico Publishing Company
P. O. Box 786
Humaco, Puerto Rico 00661

Dear Mr. Sola:

Thank you for your telegram of September 23, 1974, concerning the Federal Register announcement that calendar pads (Federal Stock Number 7510-405-9305) will be procured through the Committee for Purchase from the Blind and Other Severely Handicapped beginning in Fiscal Year 1976.

Sheltered workshops under the auspices of the Committee are a mandatory source of supply established by law and regulation for the items contained in the Committee's Procurement List. Since the points raised in your inquiry are not within our jurisdiction, we have taken the liberty of forwarding your telegram to Mr. Charles W. Fletcher, Executive Director, Committee for Purchase from the Blind and Other Severely Handicapped, for his consideration and direct reply. A copy of our letter is enclosed for your information.

Please let us know if we may be of any further assistance.

Sincerely,

M. J. Timbers

M.J. Timbers
Commissioner
Federal Supply Service

Enclosure

COMMITTEE FOR PURCHASE FROM THE
BLIND AND OTHER SEVERELY HANDICAPPED

October 11, 1974

Suite 610
2009 Fourteenth Street North
Arlington, Virginia 22201

703-557-1145

Mr. Pedro R. Sola
Director
Department of Industrial Services
Commonwealth of Puerto Rico
San Juan, Puerto Rico

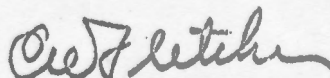
Dear Mr. Sola:

Your telegram of September 20, 1974, to the Administrator, General Services Administration, regarding the addition to the Procurement List by the Committee of Calendar Pad, 7510-00-405-9305 for provision by a workshop under the Public Law 92-28 program has been referred to us for reply.

We are providing the Committee members for their consideration a copy of your telegram, as well as correspondence from Keith Clark, Inc. on this subject. Upon completion of their review, we will advise you of the Committee's decision.

Your interest in our program is appreciated.

Sincerely,



C. W. FLETCHER
Executive Director

RCA PSN 3 +

355245 EDAPROM

SEPT 20, 1974

ARTHUR M. SAMPSON, ADMINISTRATOR
GENERAL SERVICES ADMINISTRATION
18TH AND F STREETS
WASHINGTON, D.C.



HAVE JUST BEEN INFORMED OF AMMOUNCEMENT IN FEDERAL REGISTER
OF JULY 11 THAT ALL DESK CALENDAR PADS WILL BE PROCURED FROM
THE COMMITTEE FOR PURCHASE OF PRODUCTS AND SERVICES OF THE BLIND
AND SEVERAL^{ely} HANDICAPPED RATHER THAN FROM COMMERCIAL SOURCES
BEGINNING WITH YEAR 1976. PUERTO RICO PUBLISHING CO. HAS BEEN
PRINCIPAL SUPPLIER OF PADS SINCE ESTABLISHMENT IN PUERTO RICO
10 YEARS AGO XX COMPANY OPERATES IN HARDCORE AREA OF UNEMPLOY-
MENT AND IS IN FIRST PREFERENCE GROUP AS DEFINED BY DEFENSE
MANPOWER POLICY 4 (REVISED) XX LOSS OF THIS BUSINESS IN FUTURE
YEARS WOULD RESULT IN SERIOUS LOSS OF JOBS XX ECONOMIC DEVELOPMENT
ADMINISTRATION OF THIS COMMONWEALTH RESPECTFULLY REQUESTS
RE-EXAMINATION OF THIS POLICY BEFORE FULL IMPLEMENTATION CAUSES
SIGNIFICANT UNEMPLOYMENT IN THIS SECTOR OF OUR ECONOMY XX

PEDRO R. SOLA, DIRECTOR
DEPARTMENT OF INDUSTRIAL SERVICES

+

RCA PSN 3 +

355245 EDAPROM

October 15, 1974

Mr. C. W. Fletcher
Executive Director
Committee for Purchase from
the Blind and Other Severely Handicapped
2009 Fourteenth St. North - Suite 610
Arlington, VA 22201

Dear Mr. Fletcher:

Thank you for your letter of October 11th and
for your courteous reception during my recent visit
to Washington.

I appreciate your again submitting the matter
of Calendar Pad Item No. 7510-405-9305 to the Committee
in spite of the time lapse involved.

Cordially yours,

R. L. Nevin

RLN:gg



COMMITTEE FOR PURCHASE FROM THE
BLIND AND OTHER SEVERELY HANDICAPPED

SUITE 610

2009 14TH STREET NORTH
ARLINGTON, VIRGINIA 22201

OFFICIAL BUSINESS

Penalty for Private Use, \$300

POSTAGE AND FEES PAID
COMMITTEE FOR PURCHASE FROM THE
BLIND AND OTHER SEVERELY HANDICAPPED



Mr. R. L. Nevin
President
Keith Clark, Inc.
1450 Broadway
New York, N.Y. 10018

September 17, 1974

Honorable Thomas S. Kleppe
Administrator
Small Business Administration
1441 "L" Street, N.W.
Washington, DC 20416

Dear Sir:

For your information, we are enclosing copy of telegram sent today to Mr. C. W. Fletcher, Executive Director, Committee for Purchase from the Blind and Other Severely Handicapped.

While we fully appreciate the worthy objectives of Mr. Fletcher's Committee, we cannot believe the transfer of productivity and employment from one disadvantaged group to another is in any way equitable or in the best public interest.

We therefore respectfully request that you take cognizance of our protest of such action prior to the deadline of September 23, 1974 set forth on Page 30539, Federal Register, Vol.39, No.165 - Friday, August 23, 1974.

Sincerely yours,

R. L. Nevin
President

RLN:gg
Enc.

cc: Eric Watlington
Humacao, Puerto Rico

cc: J. G. O'Neil

Eric Watlington
Guaynabo, Puerto Rico



U.S. GOVERNMENT
SMALL BUSINESS ADMINISTRATION
WASHINGTON, D.C. 20416

SEP 26 1974

Mr. R. L. Nevin
President
Keith Clark, Inc.
1450 Broadway
New York, New York 10018

Dear Mr. Nevin:

This is in response to your letter of September 17, 1974, regarding your protest to the Committee for Purchase from the Blind and Severely Handicapped on adding one item of calendar pads to their procurement list.

The Federal Register, dated July 11, 1974, published notice of proposed addition to the procurement list and comments and views regarding this addition were invited within 30 days. We are advised by the Executive Director of this Committee that none were received.

Further, I am advised that this addition for the Easter Seal Society represents approximately 9.38% of your total annual sales.

Also, I understand that during your recent visit to the Committee, this was discussed with you by the Executive Director.

Your interest in this matter is appreciated.

Sincerely,

Winford Smith
Director
Office of Business Development

September 17, 1974

Honorable Arthur F. Sampson
Administrator
General Services Administration
18th and "F" Streets, N.W.
Washington, DC 20405

Dear Sir:

For your information, we are enclosing copy of telegram sent today to Mr. C. W. Fletcher, Executive Director, Committee for Purchase from the Blind and Other Severely Handicapped.

While we fully appreciate the worthy objectives of Mr. Fletcher's Committee, we cannot believe the transfer of productivity and employment from one disadvantaged group to another is in any way equitable or in the best public interest.

We therefore respectfully request that you take cognizance of our protest of such action prior to the deadline of September 23, 1974 set forth on Page 30539, Federal Register, Vol.39, No.165 - Friday, August 23, 1974.

Sincerely yours,

R. L. Nevin
President

RLN:gg
Enc.

cc: Eric Watlington
Humacao, Puerto Rico

cc: H. G. O'Neil

Eric Watlington
Guaynabo, Puerto Rico

TELEGRAM

Telegram

NO. WDS. - CL. OF SVC.	PD. OR COLL.	CASH NO.	CHARGE TO THE ACCOUNT OF	<input type="checkbox"/> OVER NIGHT TELEGRAM UNLESS BOX ABOVE IS CHECKED THIS MESSAGE WILL BE SENT AS A TELEGRAM

Sept. 17, 1974 10

Send the following message, subject to the terms on back hereof, which are hereby agreed to

TO Mr. C. W. Fletcher, Executive Director
Committee for Purchase from the Blind and Severely Handicapped
STREET & NO. 2000 Fourteenth Street, North - Suite 610
CITY & STATE Arlington, VA 22201

CARE OF
OR APT. NO.
TELEPHONE

ZIP CODE

Reference Page #30538 - Federal Register Volume 39, No. 165 - August 23, 1974

Most strongly protest addition to procurement list of item No. 7510-405-9305
Calendar Pad. Item currently produced in Humacao, Puerto Rico. This is
critical to production and employment of our subsidiary P.R. Publishing Co.
in Humacao, certified as first preference group under Defense Manpower
Policy No. (DMP-4) Revised.

Urgently request such action be deferred pending our submission of pertinent
facts concerning resulting hardship to distressed labor area.

R. L. Nevin, President
Keith Clark, Inc.
1450 Broadway
New York, NY 10018

SENDER'S TEL. NO. 212-594-3150

NAME & ADDRESS

Keith Clark, Inc.
1450 Broadway
New York, NY 10018

WU 1207 (R 5-69)



11.00 AM

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION
WASHINGTON, DC 20405



OCT 8 1974

Mr. R. L. Nevin
President
Keith Clark, Inc.
1450 Broadway
New York, New York 10018

Dear Mr. Nevin:

Thank you for your letter of September 17, 1974, concerning the Federal Register announcement that calendar pads (Federal Stock Number 7510-405-9305) will be procured through the Committee for Purchase of Products and Services of the Blind and Other Severely Handicapped beginning in Fiscal Year 1976.

Sheltered workshops under the auspices of the Committee are a mandatory source of supply established by law and regulation for the items contained in the Committee's Procurement List. Since the points raised in your inquiry are not within our jurisdiction, we have taken the liberty of forwarding your telegram to Mr. Charles W. Fletcher, Executive Director, Committee for Purchase of Products and Services of the Blind and Other Severely Handicapped, for his consideration and direct reply. A copy of our letter is enclosed for your information.

Please let us know if we can be of any further assistance.

Sincerely,

M. J. Timbers
M.J. Timbers
Commissioner
Federal Supply Service
Enclosure

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION
WASHINGTON, DC 20405



OCT 8 1974

Mr. Charles W. Fletcher
Executive Director
Committee for Purchase of
Products and Services of the
Blind and Other Severely Handicapped
2009 North 14th Street
Arlington, Virginia 22201

Dear Mr. Fletcher:

Enclosed is correspondence which we have received from
Mr. R. L. Nevin, President, Keith Clark, Inc. Since
the questions raised by the inquiry are within the juris-
diction of your Committee we are forwarding Mr. Nevin's
letter for your consideration and direct reply. A copy of our
letter informing Mr. Nevin of this referral is also enclosed
for your information.

Sincerely,

M.J. Timbers
Commissioner
Federal Supply Service
2 Enclosures

Interested persons will be given 20 days following this order to show cause why the tentative findings and conclusions set forth herein should not be made final. We expect such persons to support their objections, if any, with detailed answers, specifically setting forth the tentative findings and conclusions to which objection is taken. Such objections should be accompanied by arguments of fact or law and should be supported by legal precedent or detailed economic analysis. If any evidentiary hearing is requested, the objector should state in detail why such a hearing is considered necessary and what relevant and material facts he would expect to establish through such a hearing which cannot be established in written pleadings. General, vague, or unsupported objections will not be entertained.

Accordingly, it is ordered that:

1. All interested persons are directed to show cause why the Board should not make final the tentative findings and conclusions set forth and incorporated herein and why, subject to the approval of the President pursuant to section 901 of the Federal Aviation Act, the Board should not issue an order (1) renewing and amending the foreign air carrier permit held by British Airways Board in the manner set forth herein, and (2) implementing the conditional stopover authority in the manner set forth herein;

2. Any interested persons having objections to the issuance of an order making final any of the proposed findings, conclusions, or permit amendments set forth and incorporated herein shall, within 20 days of the date of service of this order, file with the Board and serve upon all persons listed in paragraph 5 a statement of objections together with a summary of testimony, statistical data, or other evidence expected to be relied upon to support the stated objections;

3. If timely and properly supported objections are filed, full consideration will be accorded the matter and issues raised by the objections before further action is taken by the Board;

4. In the event no objections are filed, all further procedural steps will be deemed to have been waived and the Board may proceed to enter an order in accordance with the tentative findings and conclusions set forth and incorporated herein; and

*The renewed permit would inherently authorize the commingling of certain "blind sector" traffic (Europe-Asia transit passengers not stopping over in Alaska) with traffic moving in foreign air transportation (the stopover traffic) and traffic carried in foreign transportation between the United Kingdom and Anchorage, and accordingly no additional authority under Part 216 of the regulations is required.

*All motions and/or petitions for reconsideration shall be filed within the period allowed for filing objections and no further such motions, requests, or petitions for reconsideration of this order will be entertained.

5. A copy of this order shall be served upon British Airways Board, Compagnie Nationale Air France, Deutsche Lufthansa Aktiengesellschaft, Japan Air Lines Company, Ltd., KLM Royal Dutch Airlines, Societe Anonyme Belge d'Exploitation de la Navigation Aerienne (SABENA), and Scandinavian Airlines System.

This order will be published in the FEDERAL REGISTER.

By the Civil Aeronautics Board:

[SEAL] EDWIN Z. HOLLAND,
Secretary.

[FR Doc 74-15901 Filed 7-10-74; 8:45 am]

COMMISSION ON CIVIL RIGHTS NEW YORK STATE ADVISORY COMMITTEE

Agenda and Notice of Open Meeting

Notice is hereby given, pursuant to the provisions of the rules and regulations of the U.S. Commission on Civil Rights, that a planning meeting of the New York State Advisory Committee (SAC) to this Commission will convene at 12:00 Noon on July 23, 1974, at the Ibero American Action League, Inc., 938 Clifford Avenue, Rochester, New York 14605.

Persons wishing to attend this meeting should contact the Committee Chairman, or the Northeastern Regional Office of the Commission, Room 1639, 26 Federal Plaza, New York, New York 10007.

The purpose of this meeting shall be to receive reports from Subcommittee members of interviews with City and County officials in connection with the SAC's public employment project.

This meeting will be conducted pursuant to the Rules and Regulations of the Commission.

Dated at Washington, D.C., July 2, 1974.

ISAIAH T. CRESWELL, Jr.,
Advisory Committee
Management Officer.

[FR Doc 74-15903 Filed 7-10-74; 8:45 am]

COMMITTEE FOR PURCHASE OF PRODUCTS AND SERVICES OF THE BLIND AND OTHER SE- VERELY HANDICAPPED

PROCUREMENT LIST 1974

Addition

Correction

In FR Doc. 74-14889 appearing on page 24047 in the issue for Friday, June 23, 1974, the headings should read as set forth above.

PROCUREMENT LIST 1974

Addition

Notice of proposed addition to Procurement List 1974, November 29, 1973 (38 FR 33038) was published in the FEDERAL REGISTER on October 26, 1973 (38 FR 29641).

Pursuant to the above notice the following commodities are added to Procurement List 1974.

COMMODITIES

Class 7510	Price, each
Binder, Looseleaf (IB):	
7510-782-2663	\$0.82
7510-782-2664	1.02

By the Committee.

C. W. FLETCHER,
Executive Director.

[FR Doc. 74-14821 Filed 7-10-74; 8:45 am]

PROCUREMENT LIST 1974

Addition

Notice of proposed addition to Procurement List 1974, November 29, 1973 (38 FR 33038) was published in the FEDERAL REGISTER on January 2, 1974 (39 FR 27).

Pursuant to the above notice the following commodity is added to Procurement List 1974.

COMMODITY

CLASS 7210	PRICE, each
Mattress (Cotton-Felt) (IB):	
7210-139-6536	\$28.82

By the Committee.

C. W. FLETCHER,
Executive Director.

[FR Doc. 74-15820 Filed 7-10-74; 8:45 am]

PROCUREMENT LIST 1974

Addition

Notice of proposed addition to Procurement List 1974, November 29, 1973 (38 FR 33038) was published in the FEDERAL REGISTER on April 5, 1974 (39 FR 12377).

Pursuant to the above notice the following service is added to Procurement List 1974.

SERVICE

Industrial Class 7699	Price
Repair and Maintenance of Office Machines and Calculators (JO); 26 Federal Plaza, New York, N.Y., and U.S. Customs, 6 World Trade Center, New York, N.Y.	List of prices available from GSA, PMDS, Region 2.

By the Committee.

C. W. FLETCHER,
Executive Director.

[FR Doc. 74-15822 Filed 7-10-74; 8:45 am]

PROCUREMENT LIST 1974

Proposed Additions

Notice is hereby given pursuant to section 2(a)(2) of Pub. L. 92-28; 85 Stat. 79, of the proposed additions of the following commodities to Procurement List 1974, November 29, 1973 (38 FR 33038).

COMMUNITIES

CLASS 7510
Calendar Pad
7510-405-9305

CLASS 8410
Havelock, Women's, AG-374

8410-782-2782

CLASS 8465

Field Pack, Canvas (Forest Service)

8465-305-3493

Comments and views regarding these proposed additions may be filed with the Committee not later than August 12, 1974. Communications should be addressed to the Executive Director, Committee for Purchase of Products and Services of the Blind and Other Severely Handicapped, 2009 Fourteenth Street North, Suite 610, Arlington, Virginia 22201.

By the Committee.

C. W. FLETCHER,
Executive Director.

[FR. Doc. 74-15823 Filed 7-10-74; 8:45 am]

CONSUMER PRODUCT SAFETY COMMISSION

AEROSOL PRODUCT—SCOTCHGARD (3M CO.)

Notice of Meeting

This is to announce that on July 17, 1974, Dr. James Long, Dr. Lester Krogh and Mr. Thomas J. Scheuerman of 3M Company, St. Paul, Minnesota, will meet with Dr. Robert Hehir and Dr. Joseph McLaughlin of the Bureau of Biomedical Science, and Ms. Delores Barros, Division of Rules, Bureau of Compliance, to discuss Scotchgard Fabric Protector.

In testimony at a public hearing on aerosol safety on February 20, 1974, and again in a petition filed on April 24, 1974, Dr. Sidney Wolfe and David Charles Masselli requested the Consumer Product Safety Commission take action under the Federal Hazardous Substances Act to ban Scotchgard Fabric Protector, an aerosol product containing trichloroethane.

The meeting will be held at 1:30 p.m. in Room 450, Westwood Towers Building, 5401 Westbard Avenue, Bethesda, Maryland. Parties wishing to attend should notify Ms. Ann Hamann, Bureau of Biomedical Science, Consumer Product Safety Commission, Washington, D.C. 20207; telephone (301) 496-7766.

Dated: July 8, 1974.

SABYE E. DUNN,
Secretary, Consumer Product
Safety Commission.

[FR Doc. 74-15846 Filed 7-10-74; 8:45 am]

ENVIRONMENTAL PROTECTION AGENCY

[OPP-32000/81]

NOTICE OF RECEIPT OF APPLICATIONS FOR PESTICIDE REGISTRATION

Data To Be Considered in Support of Applications

On November 19, 1973, the Environmental Protection Agency (EPA) pub-

lished in the FEDERAL REGISTER (38 FR 31862) its interim policy with respect to the administration of section 3(c)(1)(D) of the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), as amended. This policy provides that EPA will, upon receipt of every application for registration, publish in the FEDERAL REGISTER a notice containing the information shown below. The labeling furnished by the applicant will be available for examination at the Environmental Protection Agency, Room EB-37, East Tower, 401 M Street, S.W., Washington, D.C. 20460.

On or before September 9, 1974, any person who (a) is or has been an applicant, (b) believes that data he developed and submitted to EPA on or after October 21, 1972, is being used to support an application described in this notice, (c) desires to assert a claim for compensation under section 3(c)(1)(D) for such use of his data, and (d) wishes to preserve his right to have the Administrator determine the amount of reasonable compensation to which he is entitled for such use of the data, must notify the Administrator and the applicant named in the notice in the FEDERAL REGISTER of his claim by certified mail. Notification to the Administrator should be addressed to the Information Coordination Section, Technical Services Division (WH-569), Office of Pesticide Programs, 401 M Street, S.W., Washington, D.C. 20460. Every such claimant must include, at a minimum, the information listed in the interim policy of November 19, 1973.

Applications submitted under 2(a) or 2(b) of the interim policy will be processed to completion in accordance with existing procedures. Applications submitted under 2(c) of the interim policy cannot be made final until the 60 day period has expired. If no claims are received within the 60 day period, the 2(c) application will be processed according to normal procedure. However, if claims are received within the 60 day period, the applicants against whom the claims are asserted will be advised of the alternatives available under the Act. No claims will be accepted for possible EPA adjudication which are received after September 9, 1974.

APPLICATIONS RECEIVED

EPA Reg. No. 341-208. American Cyanamid Co., Agricultural Div., PO Box 400, Princeton NJ 08540. CYTHION INSECTICIDE, THE PREMIUM GRADE MALATHION. Active Ingredients: Malathion 95%. Method of Support: Application proceeds under 2(b) of interim policy.

EPA Reg. No. 341-64. American Cyanamid Co., Agricultural Div., PO Box 400, Princeton NJ 08540. CYGON 267 SYSTEMIC INSECTICIDE (For Use on Sorghum). Active Ingredients: Dimethoate 30.5%. Method of Support: Application proceeds under 2(b) of interim policy.

EPA Reg. No. 341-94. American Cyanamid Co. CYGON 267 SYSTEMIC INSECTICIDE (For Use on Cotton). Active Ingredients: Dimethoate 30.5%. Method of Support: Application proceeds under 2(b) of interim policy.

EPA File Symbol 18533-0. Ashland Oil, Inc., 6200 Blazer Parkway, Dublin OH 43017. 8-QUINOLINOL CITRATE (GERMICIDE). Active Ingredients: 8-Quinolol citrate 98.2%. Method of Support: Application

proceeds under 2(c) of interim policy.

EPA Reg. No. 11649-12. Avitrol Corp., 7644 E. 46th St., PO Box 45141, Tulsa OK 74145. AVITROL PC CORN CHOPS-99. Active Ingredients: 4-Aminopyridine 0.03%. Method of Support: Application proceeds under 2(b) of interim policy.

EPA File Symbol 3876-RRR. Betz Laboratories, Inc., 4636 Somerton Rd., Trevose PA 19047. BETZ SLIME-TROL RX-38A SLIME CONTROL AGENT. Active Ingredients: Bis (trichloromethyl) sulfone 17.0%; Methylene bistiocyanate 5.0%. Method of Support: Application proceeds under 2(c) of interim policy.

EPA Reg. No. 2914-33. Calgon Commercial Div., 7501 Page Ave., PO Box 147, St. Louis MO 63168. SYN-SOL CLEANER-SANITIZER. Active Ingredients: Sodium Hypochlorite 3.25%; Trisodium phosphate 91.75%. Method of Support: Application proceeds under 2(c) of interim policy.

EPA File Symbol 4582-AG. Colgate-Palmolive Co., 300 Park Ave., New York NY 10022. AWAY SPRAY DISINFECTANT DEODORIZER. Active Ingredients: Alkyl (67% C12, 25% C14, 7% C16, 1% C8, +C10+C18) dimethyl benzyl ammonium chlorides 0.210%. Method of Support: Application proceeds under 2(a) of interim policy.

EPA File Symbol 11598-ET. Connecticut Aerosol Inc., 85 Furniture Row, Milford CT 06460. KING SPRAY ANT & ROACH KILLER. Active Ingredients: Pyrethrins 0.052%; Piperonyl butoxide, technical 0.260%; Chlorpyrifos [O,O-diethyl O-3,5,6-trichloro-2-pyridyl] phosphorothioate 0.500%; Petroleum distillate 95.536%. Method of Support: Application proceeds under 2(c) of interim policy.

EPA File Symbol 851-EL. Commercial and Industrial Products Co., Main St., Childs PA 18407. CIPCO PINE-A-TROL PORTIFIED PINE TYPE DISINFECTANT. Active Ingredients: Pine oil 20.0%; 4- and 6-Chloro-2-phenylphenol 6.5%; Soap 8.5%. Method of Support: Application proceeds under 2(c) of interim policy.

EPA File Symbol 851-EA. Commercial and Industrial Products Co., Main St., Childs PA 18407. PYNOCIDE PINE ODOR DISINFECTANT. Active Ingredients: Pine oil 12.0%; 4-an 6-Chloro-2-Phenylphenol 5.0%; Soap 5.0%; Isopropyl Alcohol 3.7%. Method of Support: Application proceeds under 2(c) of interim policy.

EPA File Symbol 682-ON. Crop King Chemical, Box 1016, Yakima WA 98907. STRYCHNINE LIQUID BASE. Active Ingredients: Strychnine alkaloid 33.0%. Method of Support: Application proceeds under 2(c) of interim policy.

EPA Reg. No. 464-188. The Dow Chemical Co., PO Box 1706, Midland MN 56440. DOW VERTIFUME EFFECTIVE FUMIGANT FOR CONTROLLING INSECT PESTS IN STORED GRAIN. Active Ingredients: Carbon Tetrachloride 82.9%; Carbon Bisulfide 16.5%. Method of Support: Application proceeds under 2(c) of interim policy.

EPA File Symbol 10163-AA. The Dunie Co., Agricultural Chemicals, PO Box 458, 340 E. Main St., Calipatria CA 92233. PROKIL MALATHION CRYOLITE 6-50 DUST. Active Ingredients: Malathion 6%; Sodium Fluoroaluminate 48%. Method of Support: Application proceeds under 2(c) of interim policy.

EPA File Symbol 12130-GI. Farm Chemicals Inc., PO Box 456, Aberdeen NC 28315. MAL-METHYL 4-2. Active Ingredients: Malathion (O,O-dimethyl dithiophosphate) of diethyl mercaptosuccinate 43.23%; O,O-Dimethyl O-p-nitrophenyl thiophosphate 21.62%; Xylene 30.15%. Method of Support: Application proceeds under 2(c) of interim policy.

EPA File Symbol 257-EOR. Fuld-Stallord Inc., 1345 Old Post Rd., Havre de Grace MD

exempt from the limitations of the Bilateral Wool and Man-Made Fiber Textile Agreement of January 4, 1972, as amended, certain traditional Korean Items, which have been certified for exemption by the Government of the Republic of Korea.

One of the requirements of each of the foregoing administrative mechanisms is that the visas and certifications for exemption include the signature of an official designated by the Government of the Republic of Korea. The purpose of this notice is to announce that, at the request of the Government of the Republic of Korea, effective on August 10, 1974, Mr. Yoo Ho Min, Chief, Quota Management Division, Ministry of Commerce and Industry, is the official authorized to issue visas and certifications for exempt items.

Accordingly, there is published below a letter of August 19, 1974 from the Chairman of the Committee for the Implementation of Textile Agreements to the Commissioner of Customs implementing this signature change.

SETH M. BODNER,
Chairman, Committee for the
Implementation of Textile
Agreements, and Deputy As-
sistant Secretary for Re-
sources and Trade Assistance.

COMMITTEE FOR THE IMPLEMENTATION OF
TEXTILE AGREEMENTS

COMMISSIONER OF CUSTOMS,
Department of the Treasury,
Washington, D.C. 20229

AUGUST 19, 1974.

DEAR MR. COMMISSIONER: This letter further amends, but does not cancel, the directive of May 19, 1972 from the Chairman, Committee for the Implementation of Textile Agreements, that directed you to prohibit, effective 30 days after publication of notice in the FEDERAL REGISTER, entry into the United States for consumption and withdrawal from warehouse for consumption of cotton textiles and cotton textile products in Categories 1-64; wool textile products in Categories 101-126, 128, and 131-132; and man-made fiber textile products in Categories 200-243, produced or manufactured in the Republic of Korea for which the Republic of Korea had not issued a visa. The directive of May 19, 1972 was previously amended on December 21, 1972, July 17 and July 18, 1973, August 8, 1973 and September 24, 1973. It also amends, but does not cancel, the directive of August 22, 1973, which established a mechanism to exempt from the levels of the Bilateral Wool and Man-Made Fiber Textile Agreement of January 4, 1972, as amended, between the Governments of the United States and the Republic of Korea, certain traditional Korean Items, which have been certified for exemption by the Government of the Republic of Korea.

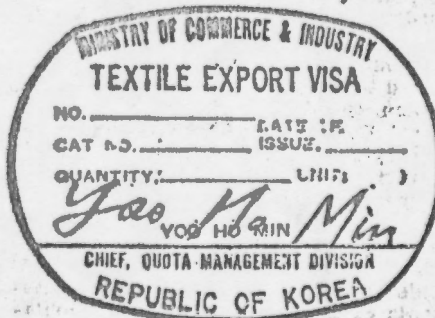
Under the provisions of the Bilateral Cotton Textile Agreement of December 30, 1971 and the Bilateral Wool and Man-Made Fiber Textile Agreement of January 4, 1972, as amended, between the Governments of the United States and the Republic of Korea, and in accordance with the provisions of Executive Order 11651 of March 3, 1972, the directives of May 19, 1972 and August 22, 1973 are amended to authorize Mr. Yoo Ho Min to issue visas and certifications for exempt items for cotton, wool or man-made fiber textile products exported from the Republic of Korea on and after August 10, 1974. Facsim-

iles of the stamps bearing the signature of Mr. Min are enclosed.

The actions taken with respect to the Government of the Republic of Korea and with respect to imports of cotton, wool and man-made fiber textiles and textile products from the Republic of Korea have been determined by the Committee for the Implementation of Textile Agreements to involve foreign affairs functions of the United States. Therefore, the directions to the Commissioner of Customs, being necessary to the implementation of such actions, fall within the foreign affairs exception to the rule-making provisions of 5 U.S.C. 553. This letter will be published in the FEDERAL REGISTER.

Sincerely,

SETH M. BODNER,
Chairman, Committee for the Imple-
mentation of Textile Agreements,
and Deputy Assistant Secretary for
Resources and Trade Assistance.



[FR Doc.74-19609 Filed 8-22-74; 8:45 am]

COMMITTEE FOR PURCHASE FROM
THE BLIND AND OTHER SE-
VERELY HANDICAPPED

1974 PROCUREMENT LIST

Addition

Notice of proposed addition to Procurement List 1974, November 29, 1973 (38 FR 33038) was published in the FEDERAL REGISTER on May 15, 1974 (39 FR 17346).

Pursuant to the above notice the following service is added to Procurement List 1974.

SERVICE

Industrial Class 7331
Mailing "overflow" re-
quirements (RF) U.S.
Department of Health,
Education and Wel-
fare, for following of-
fices only:

Price

List of prices avail-
able from Depart-
ment of Health, Ed-
ucation, and Wel-
fare.

Food and Drug Administration, Rock-
ville, Maryland.

Office of the Assistant Secretary for
Health, Rockville, Maryland.
Alcohol, Drug Abuse and Mental
Health Administration, Rockville, Mary-
land.

By the Committee.

C. W. FLETCHER,
Executive Director.

[FR Doc.74-19548 Filed 8-22-74; 8:45 am]

1974 PROCUREMENT LIST

Addition

Notice of proposed addition to Procurement List 1974, November 29, 1973 (38 FR 33038) was published in the FEDERAL REGISTER on July 11, 1974 (39 FR 25538).

Pursuant to the above notice the following commodity is added to Procurement List 1974.

COMMODITY

Class 7510 Price
Calendar Pad (ES) EA. \$0.425.
7510-405-9305

By the Committee.

C. W. FLETCHER,
Executive Director.

[FR Doc.74-19549 Filed 8-22-74; 8:45 am]

1974 PROCUREMENT LIST

Addition

Notice of proposed addition to Procurement List 1974, November 29, 1973 (38 FR 33038) was published in the FEDERAL REGISTER on May 15, 1974 (39 FR 17346).

Pursuant to the above notice the following service is added to Procurement List 1974.

Industrial Class 8231 Price
Lending Library Serv- List of prices avail-
ice (CP) (Domestic able from GSA,
Portion Only) 60 Procurement, Re-
States, Washington, gion 2.
D.C., and the Com-
monwealth of Puerto
Rico.

By the Committee.

C. W. FLETCHER,
Executive Director.

[FR Doc.74-19550 Filed 8-22-74; 8:45 am]

1974 PROCUREMENT LIST

Proposed Addition

Notice is hereby given pursuant to section 2(a)(2) of Public Law 92-28; 85 Stat. 79, of the proposed addition of the following Military Resale Commodities to Procurement List 1974, November 29, 1973 (38 FR 33038).

Description and Item No.

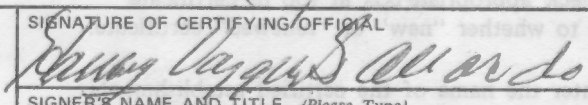
Brush, Oven, General Purpose
914
Duster, Wool, with Handle
990
Marker, Felt Tip, General Household
450
Broom, Push, Plastic, with Handle
410
Scrubber, Plastic, Pkg. of 2
958

U.S. DEPARTMENT OF LABOR
Manpower Administration
U.S. Training and Employment Service

**CERTIFICATE OF ELIGIBILITY
FOR PREFERENCE IN FEDERAL PROCUREMENT CONTRACTS
UNDER DEFENSE MANPOWER POLICY NO. (DMP-4), REVISED**

☐ NEW

☒ RENEWED

NAME OF FIRM	SIC CODE	DATE OF CERTIFICATE
P. R. Publishing Co. Inc.	2751	13 March 1973
ADDRESS (Number, Street, City, State, ZIP Code)		EXPIRATION DATE
Highway No. 3 K. 83 H. 17 P. O. Box 786, Humacao, P. R. 00661		September 13, 1973
LOCATION OF EMPLOYING ESTABLISHMENT (Number, Street, City, State)		
Highway No. 3 K. 82, H. 17, Humacao, P. R.		
<p>IT IS HEREBY CERTIFIED that the above named firm has an approved plan to employ disadvantaged individuals in its establishment at the location identified above.</p> <p>THEREFORE, this firm is CERTIFIED for</p> <p align="center">First PREFERENCE GROUP</p>		
NAME OF CLASSIFIED SECTION OR AREA FROM WHICH DISADVANTAGED WILL BE HIRED		
Humacao, Puerto Rico		
<p>Priority in negotiations for portions of Federal procurement contracts which are set aside in accordance with provisions of Defense Manpower Policy 4 (DMP-4), Revised, and in the award of other Federal procurement contracts to which the provisions of DMP-4 are applicable.</p>		
NAME AND ADDRESS OF STATE EMPLOYMENT SERVICE	SIGNATURE OF CERTIFYING OFFICIAL	
Noya & Hernández St. P. O. Box 397 Humacao, Puerto Rico		
	SIGNER'S NAME AND TITLE (Please Type)	
	Harry Vazquez Gallardo Area Manager	
NOTICE OF CONTRACT AWARD		
<p>The following must be completed by the procurement agency contracting officer when a contract is awarded either to the certified establishment or to a prime contractor, which identified this certified establishment as a subcontractor designated to perform a substantial portion of the awarded contract. THE COMPLETED NOTICE MUST BE RETURNED TO THE STATE EMPLOYMENT SERVICE OFFICE THAT APPROVED AND ISSUED THE CERTIFICATE.</p> <p>On the firm identified above has been awarded or will perform a substantial proportion of Contract Number(s) for (products, goods, or services)</p>		
NAME AND ADDRESS OF PROCUREMENT AGENCY	SIGNATURE OF CONTRACTING OFFICER	
	SIGNER'S NAME AND TITLE (Please Type)	

INSTRUCTIONS

FOR PREPARATION OF THE CERTIFICATE OF ELIGIBILITY

1. Prepare an original and 5 copies and--

Forward original and one copy to the certified firm along with an approved copy of its application, and a 6-month supply of MA 6-14, Employer Report of Hiring Activity.

Forward one copy to the State Employment Service office.

Forward one copy directly to the MA national office, Attention METTJ. No transmittal is necessary; however, it is essential that the certificate be legible.

Attach one copy to the application for certification and retain in file.

If the certified firm is in the administrative area of another local ES office, provide that office with a copy of the certificate.

2. Check appropriate box at top of certificate as to whether "new" or "renewed" certificate.

3. Enter the name of the certified establishment. If the establishment is a division of a larger corporation, enter "Division of" and follow with the name of the parent company.

4. The "SIC" Code must reflect the principal product or service of the certified establishment. It is very important that this be accurate. Please use the latest edition of the SIC Code Manual.

5. Enter the date the application was approved and the expiration date of the certificate which will be six months from the approval date.

6. If the mailing address of the firm is different from the location of the certified establishment, enter both addresses. If the addresses are the same, enter "Same as above" in the space provided for the location of employing establishment.

7. Enter the type of certificate by inserting "FIRST" or "SECOND" in the space preceding "PREFERENCE GROUP." BOLD CAPS should be used so that the type of certificate will be easily discernible.

8. Enter the name of the classified section or area as set forth in the latest issue of the Area Trends in Employment and Unemployment.

9. Enter the name and address of the local ES office that issued the certificate, the name, and title of the authorized ES representative, and his signature.

U.S. DEPARTMENT OF LABOR
Manpower Administration
U.S. Training and Employment Service

APPLICATION AND AGREEMENT FOR CERTIFICATE OF ELIGIBILITY
FOR PREFERENCE IN FEDERAL PROCUREMENT CONTRACTS
UNDER DEFENSE MANPOWER POLICY NO. (DMP-4), REVISED

(See Instructions on Reverse)


1. NAME OF FIRM P. R. Publishing Co., Inc.		2. SIC CODE 2751
3. ADDRESS OF FIRM (Number, Street, City, State, ZIP Code) Highway No. 3, K. 82, H.17 P. O. Box 786 Humacao, P. R. 00661		4. TYPE OF CERTIFICATE APPLIED FOR <input checked="" type="checkbox"/> First Preference Group <input type="checkbox"/> Second Preference Group
5. LOCATION OF ESTABLISHMENT TO BE CERTIFIED (Number, Street, City, State) Highway No. 3, K. 82, H.17		6. NAME OF SECTION OR AREA DESIGNATED AS SOURCE OF DISADVANTAGED (Applies to First Preference Only) Humacao
7. CONDITIONS In consideration of the issuance of a <input checked="" type="checkbox"/> FIRST <input type="checkbox"/> SECOND PREFERENCE GROUP CERTIFICATE, the employer stipulates and agrees to the following conditions: A. <input type="checkbox"/> FIRST PREFERENCE GROUP CERTIFICATE. The establishment must be located in or near a classified section of concentrated unemployment or underemployment, or in an area of persistent or substantial unemployment. <input type="checkbox"/> SECOND PREFERENCE GROUP CERTIFICATE. Location of the establishment is not a condition. The firm must agree to employ in the certified establishment a proportion of disadvantaged residents of the classified section or labor area named in the application equal to 25 percent (FOR FIRST PREFERENCE GROUP CERTIFICATE) or 15 percent (FOR SECOND PREFERENCE GROUP CERTIFICATE) of the total new hires each month beginning with the first full month following the date of certification and continuing until the expiration date of the certificate or the completion of an awarded contract or subcontract, whichever is later. B. The firm agrees that disadvantaged applicants shall be identified and referred by the local State Employment Service office or by any nonprofit community agency or organization designated by the local ES office as a referral source. C. The firm agrees that job opportunities offered new applicants shall provide wages comparable to the prevailing scale for the industry in the community; that wages and working conditions will be such that are acceptable to disadvantaged applicants; and that suitable transportation is available to the certified establishment. D. The firm agrees to submit a monthly report of hiring activity at the certified establishment to the certifying ES office by the tenth of each month for the duration of the validity period of the certificate or until the completion of an awarded contract or subcontract, whichever is later.		
8. NAME AND TITLE OF AUTHORIZED COMPANY REPRESENTATIVE Eric I. Watlington, Mgr.		SIGNATURE <i>Eric I. Watlington</i> DATE 3/13/73
FOR ES USE ONLY		
APPROVED March 13, 1973 (Date of Award)		SIGNATURE OF AUTHORIZED ES REPRESENTATIVE <i>Harry Vázquez Gallardo</i> NAME AND TITLE Harry Vázquez Gallardo, Ara Manager

INSTRUCTIONS

Complete in duplicate and submit both copies to the local Employment Service office.

- ITEM 1: Enter name of firm.
- ITEM 2: Enter the Standard Industrial Classification (SIC) Code which represents the firm's principal product or service. (The local Employment Service office can provide this code if it is not known by the applicant.)
- ITEM 3: Enter the mailing address of firm.
- ITEM 4: Check the appropriate box for the type of certificate requested. (If the applicant is not sure of the type of certificate he is entitled to, the local Employment Service office can provide this information.)
- ITEM 5: Enter the address of the establishment to be certified. If it is the same as item 3, enter "Same as above."
- ITEM 6: Enter name of classification section or area from which disadvantaged will be hired. (Applies to first preference only.)
- ITEM 7: Read the conditions pertaining to the type of certificate for which application is being made. If there are any questions, the local Employment Service office will provide clarification.
- ITEM 8: Sign and date both copies of the application.

The bottom portion of the application is reserved for the use of the Employment Service office representative authorized to approve the application and issue the certificate.

DATE 3/13/73		SIGNATURE <i>[Signature]</i>		NAME AND TITLE OF AUTHORIZED REPRESENTATIVE Eric I. Watlington, Mr.	
FOR USE ONLY					
					
SIGNATURE OF AUTHORIZED REPRESENTATIVE <i>[Signature]</i>			APPROVED March 13, 1973		
NAME AND TITLE Harry Vazquez Gallardo, Asa Manager					

Some items in this folder were not digitized because it contains copyrighted materials. Please contact the Gerald R. Ford Presidential Library for access to these materials.

man in the news

The Government is one of the prime customers for office supplies and services, and Uncle Sam's procurement arm — the General Services Administration — wields enough market power to make or break even good-sized suppliers. Much of GSA's office product procurement is handled through competitive bidding from commercial manufacturers, but in recent years a growing proportion of Federal office supply requirements has been channeled away from private industry by a small, but virtually autonomous Federal agency known as the Committee for Purchase from the Blind and other Severely Handicapped.

The Committee's job is to review requests from some 100 "workshops" employing about 5000 blind and handicapped individuals who wish to produce products for Government use on a non-competitive basis. One of the factors which the Committee considers in reviewing these requests is the potential impact of workshop production on the private sector.

NOPA, alarmed by the large and fast growing number of office products approved for production by the workshops ("our industry is prevented from bidding on 193 separate products in 33 different product categories," according to NOPA general manager Don Haspel), has asked for a moratorium on further office product addi-

OWN: Isn't it true, though, that your committee has approved more products for workshop production from the office products industry than from any other field?

FLETCHER: No. I believe we list as many if not more textile items than office products.

OWN: Isn't it possible that by gearing workshop production so heavily toward the textile and office products industries you may be hurting those two industries? I was under the impression that you carefully considered the impact of your decisions on private industry before you approve any line for workshop production.

FLETCHER: We do take this into consideration.

'We're pretty sure that on most lines the workshops produce only a small fraction of the Government's total requirements'...

OWN: Specifically, what standards do you use to measure this impact on the private sector?

FLETCHER: Primarily, we study the impact on the current or recent producers of each line — the ones who have had and would stand to lose Government procurement contracts for these items. We compare the amount of production we anticipate from our workshops with total Government requirements, and with what the

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION

Federal Supply Service
Washington, DC 20406



DEC 1 1975

N. O. P. A.

NOV 26 1975

Mr. Donald P. Haspel
National Office Products Association
1500 Wilson Boulevard
Arlington, Virginia 22209

Dear Mr. Haspel:

This is in response to your letter of September 2, 1975, addressed to Michael J. Timbers, Commissioner, Federal Supply Service, in which you requested certain data concerning Federal Government procurement of office products from the Procurement List of the Committee for Purchase From the Blind and Other Severely Handicapped. As you may know, Mr. Timbers has left the General Services Administration (GSA) for a position with CONRAIL Corporation.

The attached enclosures represent the volume and dollar value of office related items and services procured by GSA for fiscal year 1975. Similar data for fiscal year 1974 is not submitted as this information is not readily available. GSA does not have information on procurements of this nature by other Federal agencies, and the data cited refers to procurements by this agency only.

If this office can be of further assistance, please feel free to contact us.

Sincerely,

A handwritten signature in dark ink, appearing to read "Jay H. Bolton", is written over a circular stamp.

Jay H. Bolton
Acting Commissioner
Enclosures



*National
Stock
Printer*

FISCAL YEAR 1975

✓ PADS, WRITING PAPER (MEMO)

<u>GSA</u>	<u>NSN</u>	<u>QUANTITY</u>	<u>DOLLAR VALUE</u>
<i>COMMERCIAL</i>	7530-00-239-8479	60,132 DZ	\$101,252.70
	7530-00-285-3083	314,403 DZ	1,268,290.09
	7530-00-285-3088	10,774 DZ	39,317.13
	7530-00-285-3090	159,066 PG	214,648.18
			<u>\$1,623,508.10</u>

NIB

QUANTITY- 609,297 DOLLAR VALUE - \$1,502,375.00 (for the above 4 NSNs)

SUMMARY

Total Dollars NIB	\$2,274,215.22
Total Dollars Commercial (<i>Four NSNs only</i>)	\$1,623,508.10

NOTE: THIS PAGE REFLECTS THOSE ITEMS THAT HAVE BEEN ADDED SINCE MARCH 1975 AND THOSE PROPOSED FOR ADDITION. IN VIEW OF THE LATE ADDITION, THE ESTIMATED VALUE IS SHOWN AS A SEPARATE VALUE.

PENCILS, WOODCASED
WITH IMPRINTING

<u>NSN</u>	<u>QUANTITY (DZ)</u>	<u>DOLLAR VALUE</u>
RAD No-599-0395	900,000	\$300,000 Added
TOTALS	900,000	\$300,000 3/17/75

PAD, TYPEWRITER

<u>NSN</u>	<u>QUANTITY (EACH)</u>	<u>DOLLAR VALUE</u>
7510-00-257-2476	67,600	\$34,000 Added
7510-00-530-6412	49,350	38,000 4/17/75
7510-00-849-1137	17,100	28,000
TOTALS	134,050	\$100,000

CLIP, PAPER

<u>NSN</u>	<u>QUANTITY (BX)</u>	<u>DOLLAR VALUE</u>
7510-00-161-4292	550,000	\$698,500 Added
TOTALS	550,000	\$698,500 6/24/75

PORTFOLIO, DOUBLE POCKET PRESENTATION

<u>NSN</u>	<u>QUANTITY (BX)</u>	<u>DOLLAR VALUE</u>
7510-00-584-2489	31,000	\$ 70,000 Proposed
7510-00-584-2490	26,000	56,000 7/3/75
7510-00-584-2491	10,000	22,000
7510-00-584-2492	13,000	26,000
	80,000	\$174,000

ESTIMATED TOTAL DOLLAR VALUE FOR ITEMS ON THIS PAGE = \$1,272,500.00

ESTIMATED TOTAL DOLLAR VALUE FOR ITEMS PROCURED IN FY 1975 = \$10,400,055.00
(Wagner-O'Day)

TOTAL DOLLAR VALUE FOR ALL ITEMS = \$11,672,555.00

PAPER PRODUCTS BR FPOP

✓ FILE FOLDERS (NIB)

FISCAL YEAR 1975

<u>NSN</u>	<u>QUANTITY (ED)</u>	<u>DOLLAR VALUE</u>
7530-00-889-3553	10,792	\$72,149.40
7530-00-281-5907	11,393	78,310.01
7530-00-559-4512	7,538	68,230.20
7530-00-281-5908	2,425	22,560.46
7530-00-926-8978	3,591	39,685.41
7530-00-273-9845	6,304	41,114.64
7530-00-926-8980	2,276	27,152.22
7530-00-281-5905	892	7,439.28
		<u>\$356,641.62</u>

✓ GUIDE CARDS (NIB)

<u>NSN</u>	<u>QUANTITY (ED)</u>	<u>DOLLAR VALUE</u>
7530-00-989-0184	1,185	\$19,137.75
7530-00-989-2425	32	543.36
7530-00-988-6541	767	7,775.89
7530-00-988-6542	886	8,762.05
7530-00-988-6543	601	6,048.71
7530-00-988-6549	348	4,157.72
7530-00-988-6550	51	606.39
7530-00-988-6551	200	1,836.00
7530-00-988-6544	0	0
7530-00-988-6545	0	0
7530-00-988-6546	167	1,412.23
7530-00-988-6547	0	0
7530-00-988-6548	1,108	9,866.74
7530-00-988-6515	18,206	88,090.88
7530-00-988-6516	3,789	17,526.67
7530-00-988-6520	14,103	85,450.79
7530-00-988-6521	1,596	9,499.30
7530-00-988-6517	340	1,622.40
7530-00-988-6518	238	1,278.36
7530-00-988-6522	122	799.10
7530-00-939-0683	6,912	37,193.29
7530-00-062-2635	4,351	28,423.05
7530-00-989-0684	2,461	13,362.74
7530-00-989-0686	0	0
7530-00-939-0694	135	1,630.30
7530-00-989-0693	0	0
7530-00-989-0695	0	0
7530-00-989-0692	1,016	10,151.68
7530-00-989-0698	27,732 SET	38,148.60
7530-00-989-0697	13,551 SET	21,694.10
		<u>\$415,198.60</u>



✓ BINDERS, LOOSELEAF

<u>NSN</u>	<u>QUANTITY EACH</u>	<u>DOLLAR VALUE</u>
7510-00-281-4309	11,887	\$ 57,721
7510-00-281-4314	5,578	37,672
7510-00-582-4201	41,229	179,703
7510-00-281-4310	4,453	35,667
7510-00-281-4311	1,092	6,970
7510-00-281-4313	4,878	25,349
7510-00-281-4315	1,316	9,475
7510-00-286-7792	812	2,867
7510-00-286-7794	3,170	13,003
7510-00-582-5488	727	4,075
7510-00-286-7791	456	2,202
7510-00-582-3807	5,025	29,502
7510-00-782-2663	40,854	31,809
7510-00-782-2664	37,609	28,906
TOTALS	159,086	\$464,921

✓ BINDER, NOTE PAD

<u>NSN</u>	<u>QUANTITY (EACH)</u>	<u>DOLLAR VALUE</u>
7510-00-286-6954	7,997	\$30,068
7510-00-145-0296	154,131	88,527
7510-00-728-8060	80,787	50,614
TOTALS	242,915	\$169,209

✓ CALENDAR PAD

<u>NSN</u>	<u>QUANTITY (EACH)</u>	<u>DOLLAR VALUE</u>
7510-00-405-9305	2,284,000	\$1,117,508
7510-00-405-9306	2,324,000	1,138,760
TOTALS	4,608,000	\$2,256,268

✓ ERASER, MECHANICAL

<u>NSN</u>	<u>QUANTITY (SEE BELOW)</u>	<u>DOLLAR VALUE</u>
7510-00-865-5292	29,250 ea.	\$ 5,352
7510-00-082-2665	11,641 dz.	29,160
TOTALS		\$34,512

✓ PENCIL

<u>NSN</u>	<u>QUANTITY (DZ)</u>	<u>DOLLAR VALUE</u>
7510-00-286-5757	28,000	\$8,000
7510-00-281-5234	23,000	7,000
7510-00-281-5235	19,500	6,000
TOTALS	70,500	\$21,000

FP00

✓ PENCIL POINTER

<u>NSN</u>	<u>QUANTITY (DZ)</u>	<u>DOLLAR VALUE</u>
7510-00-237-4926	33,000	\$3,850
TOTALS	33,000	\$3,850

✓ PORTIFOLIO

<u>NSN</u>	<u>QUANTITY (EACH)</u>	<u>DOLLAR VALUE</u>
7510-00-558-1582	5,300	\$4,300
7510-00-616-7241	5,300	4,300
7510-00-551-9831	5,300	4,300
7510-00-558-1573	5,400	4,400
7510-00-616-7239	5,400	4,400
7510-00-558-1571	5,300	4,300
7510-00-995-4856	5,300	4,300
7510-00-995-4857	5,400	4,400
7510-00-995-4854	5,300	4,300
7510-00-995-4852	5,300	4,300
7510-00-995-4850	4,500	4,400
TOTALS	57,800	\$47,700

REFILL, BALLPOINT PEN

<u>NSN</u>	<u>QUANTITY (DZ)</u>	<u>DOLLAR VALUE</u>
7510-00-543-6792	237,070	\$115,373
7510-00-543-6793	106,735	50,524
7510-00-754-2687	5,701	2,606
7510-00-543-6795	53,423	26,254
7510-00-754-2688	168,889	83,047
7510-00-754-2689	67,416	32,478
7510-00-754-2690	4,372	2,199
7510-00-754-2691	26,932	13,406
TOTALS	670,538	\$325,887

✓ ARCH BOARD FILE

<u>NSN</u>	<u>QUANTITY EACH</u>	<u>DOLLAR VALUE</u>
7520-00-281-4848	36,600	\$55,000
7520-00-240-5498	36,600	55,000
7520-00-191-1074	50,000	55,000
7520-00-191-1075	50,000	55,000
7520-00-281-4845	91,000	55,000
7520-00-225-7081	91,000	55,000
TOTALS	355,200	\$330,000

1700 BALLPOINT PEN

<u>NSN</u>	<u>QUANTITY (DZ)</u>	<u>DOLLAR VALUE</u>
	1,955,365	\$2,013,543
7520-00-935-7136	1,295,817	1,272,313
7520-00-935-7135	183,768	160,625
7520-00-664-5198	161,747	136,682
7520-00-664-5200	23,801	19,775
7520-00-663-0059	135,029	120,647
7520-00-664-5197	205,784	173,955
7520-00-298-7045	216,631	208,920
7520-00-754-2516	18,439	15,153
7520-00-298-7046	172,883	149,394
7520-00-754-2517	56,576	92,365
7520-00-543-7149	4,425,840	\$4,363,372
TOTALS		

BOOK ENDS

<u>NSN</u>	<u>QUANTITY</u>	<u>DOLLAR VALUE</u>
7520-00-264-5479	----- NOT IN PRODUCTION-----	

BOX-FILING

<u>NSN</u>	<u>QUANTITY (EA)</u>	<u>DOLLAR VALUE</u>
7520-00-285-3144	12,759	\$34,500
7520-00-285-3145	7,572	41,300
7520-00-285-3146	9,566	83,900
7520-00-285-3148	20,110	177,400
TOTALS	50,007	\$337,100

BOX FILING

<u>NSN</u>	<u>QUANTITY (EA)</u>	<u>DOLLAR VALUE</u>
7520-00-285-3147	33,950	\$ 89,000
7520-00-285-3143	25,167	103,000
TOTALS	59,117	\$192,000

CASE, MAINT. & OPERATIONAL MANUAL

<u>NSN</u>	<u>QUANTITY (EA)</u>	<u>DOLLAR VALUE</u>
7520-00-559-9618	11,005	\$34,000
TOTALS	11,005	\$34,000

FP00

✓ CLIPBOARD, FILE

<u>NSN</u>	<u>QUANTITY (EACH)</u>	<u>DOLLAR VALUE</u>
7520-00-281-5981	177,000	\$55,000
7520-00-254-4610	177,000	55,000
7520-00-240-5503	177,000	55,000
7520-00-274-5496	177,000	55,000
7520-00-281-5892	177,000	55,000
TOTALS	1,493,000	\$275,000

✓ MARKER, TUBE TYPE

<u>NSN</u>	<u>QUANTITY (DZ)</u>	<u>DOLLAR VALUE</u>
7520-00-973-1095	1,250,000	\$110,000
7520-00-973-1060	1,250,000	110,000
7520-00-079-0285	1,250,000	110,000
7520-00-973-1061	1,250,000	110,000
7520-00-079-0286	1,250,000	110,000
7520-00-973-1062	1,250,000	110,000
7520-00-079-0288	1,250,000	110,000
7520-00-558-1501	380,000	110,000
7520-00-904-1265	608	462
7520-00-904-1268	608	462
7520-00-935-0979	608	462
7520-00-904-1267	608	462
7520-00-935-0981	608	462
7520-00-935-0982	608	462
7520-00-904-1265	608	462
7520-00-935-0980	608	462
7520-00-051-5031	51,250	4,100
7520-00-051-5035	51,250	4,100
7520-00-116-2888	51,250	4,100
7520-00-051-5036	51,250	4,100
7520-00-116-2886	51,250	4,100
7520-00-116-2889	51,250	4,100
7520-00-051-5033	51,250	4,100
7520-00-116-2887	51,250	4,100
TOTALS	9,544,864	\$916,496

FP00

PENCIL, MECHANICAL

<u>NSN</u>	<u>QUANTITY (DZ)</u>	<u>DOLLAR VALUE</u>
7520-00-223-6672	17,500	\$25,000
7520-00-223-6673	17,500	25,000
7520-00-223-6674	17,500	26,000
7520-00-268-9913	17,500	27,000
7520-00-223-6675	17,500	24,000
7520-00-223-6676	17,500	25,000
7520-00-268-9912	17,500	26,000
7520-00-577-4570	200,000	24,000
7520-00-285-5826	41,000	24,000
7520-00-285-5822	41,000	25,000
7520-00-285-5823	41,000	23,000
7520-00-205-1645	80,000	24,000
7520-00-724-5606	14,100	24,000
7520-00-285-5817	80,000	25,000
7520-00-161-5664	80,000	25,000
7520-00-164-8950	14,100	24,000
7520-00-268-9915	14,100	25,000
7520-00-285-5815	14,100	25,000
7520-00-268-9916	14,100	25,000
7520-00-634-3475	14,100	25,000
TOTALS	770,100	\$496,000

PEN SET, DESK

<u>NSN</u>	<u>QUANTITY (EACH)</u>	<u>DOLLAR VALUE</u>
7520-00-106-9840	69,700	\$60,000
TOTALS	69,700	\$60,000

STAND CALENDAR PAD

<u>NSN</u>	<u>QUANTITY (EACH)</u>	<u>DOLLAR VALUE</u>
7520-00-162-6153	86,830	\$23,654
7520-00-139-4286	discontinued	discontinued
7520-00-139-4335	discontinued	disc ntinued
TOTALS	86,830	\$23,654

TRIMMER, PAPER

<u>NSN</u>	<u>QUANTITY (EACH)</u>	<u>DOLLAR VALUE</u>
7520-00-224-7621	885	\$23,844
7520-00-282-2137	607	25,242
	1492	\$49,086

ENCLOSURE 2

FY 75

Maintenance, Repair and Overhaul of Office Machines

\$9,966,095 - Total GSA

\$ 32,799 - Procurement List

Furniture Rehabilitation

\$3,043,141 - Total GSA

\$ 348,847 - Procurement List

Due to low percentage of total GSA dollar volume purchased from the Procurement List/comparison to private industries, data was not collected for FY 74.

December 8, 1975

Donald H. Leppla¹¹
U.S. General Accounting Office,
PSAD/GP
Room 6059, GAO Building
441 G Street, N.W.
Washington, D.C. 20548

Dear Don:

It was a pleasure meeting with you on November 20th to discuss the activities of the Committee for Purchase from the Blind and Other Severely Handicapped. At that time, we promised to provide you with dollar figures reflecting the Committee's impact on private industry, with specific reference to the office products industry of which paper clip manufacturers are a part.

We now have these figures from GSA and are most alarmed at what we have found. A copy of the GSA letter is enclosed for your review. A quick recap reveals that GSA purchased \$17.8 million in goods and services of all kinds from the Committee in FY 1975. Of this, we find that \$14,275,549.32 was for office products. In other words, upwards of 80% of the revenue expended by GSA in Committee purchases in FY'75 was lost by the office products industry.

In addition, the Committee's total sales to all Federal purchasing agencies for FY'75 were, according to Charles Fletcher, \$42 million. By applying GSA purchasing figures against the total figure of \$42 million, Committee office products sales account for one third of the entire Federal volume. Again, this is a striking figure that we view with alarm.

We believe that impact of this magnitude is grossly unproportionate and may reveal serious shortcomings in either the Act under which the Committee functions, or the operating procedures of the Committee. Clearly, some safeguards are needed in order to protect small businesses from impact of this type.

Another area of consideration we discussed in November was the lack of standard guidelines used by the Committee for considering either industry or company impact when approving products for protected Federal purchase. As you know, we have never seen guidelines published nor has such information been made known to us despite our repeated requests. This has made it virtually impossible for industry to know precisely what information the Committee will consider, how it would be considered, what the Committee is actually looking for and what information, if any, would be sufficient to overturn any tentative decision to approve a product addition after it appears in the Federal Register.

Complicating the situation are Mr. Fletcher's own remarks regarding subjective judgements made on a case by case basis. You can find these remarks, and others, in the article I have enclosed. The article appeared in the November issue of one of the industries trade publications. The trade publication has no relationship with NOPA. You may, however, find it helpful.

We also discussed in November the fact that the Act nor the Committee's operating regulations provide for any appeal process. We find this to be an unusual situation and perhaps, a correctable one, since a great deal of money, private sector jobs, and productivity are involved. We can cite one example involving ACCO International's laying off 125 employees in Chicago prior to and following the action taken on paper clips. There was no appeal process available to the manufacturer.

In sum, we submit that the activities of the Committee have reached such proportions that the original Act and 1971 Amendments no longer provide sufficient or adequate statutory guidelines for the operation of the Committee. We believe amendments are needed in order to protect industries such as ours from disproportionate impact, subjective judgements, and final say decisions.

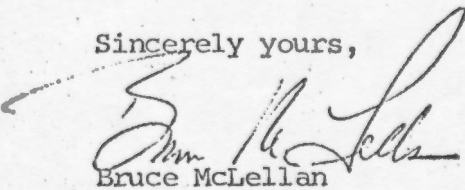
Clearly, the volume involved in sales in 1975 could not have been foreseen in 1938 or in 1971. Where initial activity of the Committee involved the handling of a smaller number of products from different industries produced by competing workshops, we now have a sizeable business venture involving millions of dollars and strongly oriented towards one industry. We hope that the General Accounting office might make the above discussed observations in their final report.

Donald H. Leppla
U.S. General Accounting Office
December 8, 1975

Page 3

Please feel free to call on us for any assistance that may be needed.

Sincerely yours,



Bruce McLellan
Director
Government Relations

BM:wl

Enclosures



KEITH CLARK, Inc.

1450 BROADWAY · NEW YORK, N. Y. 10018
AREA CODE 212 594-3150

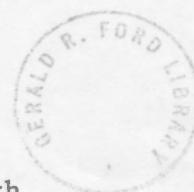
February 10, 1976

Dear Sir:

A situation has come about which is working an undue hardship on Keith Clark, Inc., a manufacturer of desk calendars, which is qualified as a small business under the "small business set-aside" provisions for bidding on GSA contracts for desk calendars and other similar office products. Up until 1974, Keith Clark, Inc. has, in most of the 20 years preceding, been a successful bidder on a large portion of the GSA bid for desk calendars. This has always been an important contract for the Company.

In the fall of 1974, via a scant notice in the "Federal Register" (which manufacturers don't read as a matter of course, since generally their contacts on government business is with GSA) the Committee for Purchase from the Blind and Severely Handicapped noted that desk calendars were being removed from bidding or negotiation by small business, and would in fact be manufactured by workshops assigned by the Committee for Purchase from the Blind and Severely Handicapped. The standard procedure is for an insertion in the "Federal Register" 30 days prior to when the decision is made, that such a move is being considered. In the case of Keith Clark, Inc., as well as many other manufacturers of office products, the matter is far down the road before the manufacturer has an opportunity to take some protective action.

Attached is the background correspondence outlining procedures taken by Keith Clark, Inc. to properly protest this decision and also correspondence from P. R. Publishing Company in Humacao, Puerto Rico, a wholly owned subsidiary of Keith Clark, Inc., indicating the damage to the employment level in Humacao as a result of this move.



February 10, 1976

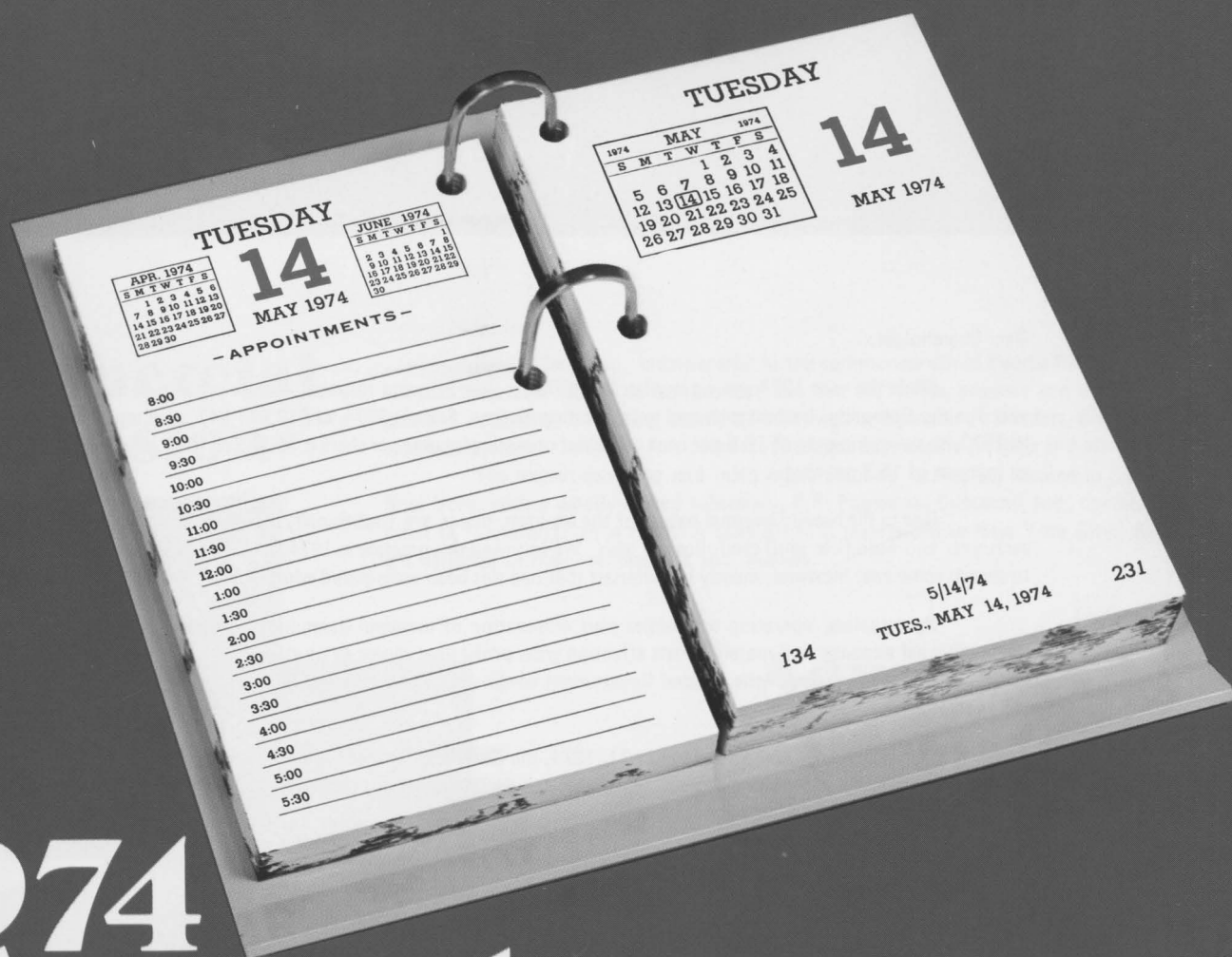
The Committee for Purchase from the Blind and Severely Handicapped was established by an Act of Congress for the purpose of aiding handicapped people and the Committee is, therefore, supposed to grant contracts to workshops having at least 75% of its employees so handicapped. There has never been any proof available or supplied by the Committee to indicate such compliance.

As further background indicating overall damage to the office products industry, we are attaching pertinent correspondence from Mr. Bruce McLellan, Director of Government Relations of the National Office Products Association, statistics furnished by the Acting Commissioner of the General Services Administration to the National Office Products Association, and an interview with Mr. Fletcher, Director of the Committee for Purchase from the Blind and Severely Handicapped by an office products publication. It is most significant that "upwards of 80% of the revenue expended by GSA in Committee purchases in Federal Year 1975 was lost by the office products industry."

This should present a comprehensive picture of the entire situation. To date no office products manufacturer has been able to get a sympathetic consideration by any government official or agency of the damage being caused by this excessive program.

Cordially,

R. L. Nevin
President



1974 Annual Report of Keith Clark, Inc.

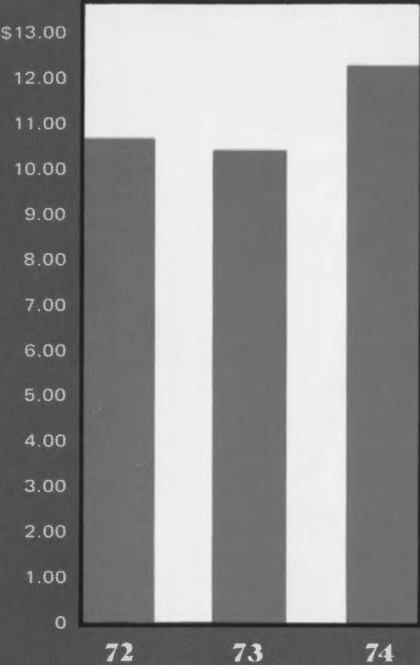
Six Year Financial Summary

1974
1973
1972
1971
1970
1969

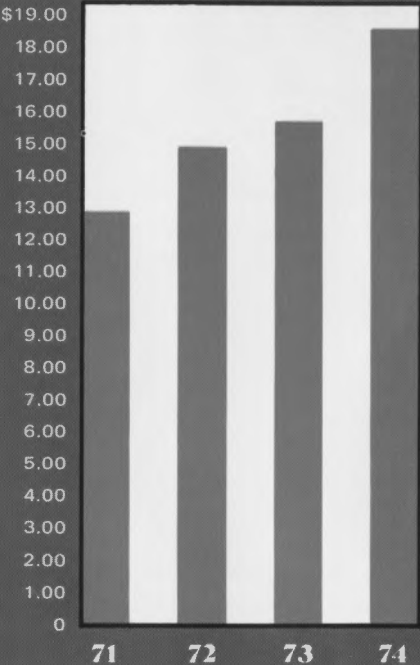
Net Sales	Net Income From Operations	Per Share*
\$12,871,647	\$1,734,488	\$2.56
\$11,652,035	\$1,503,571	\$2.22
\$9,283,274	\$1,095,877	\$1.63
\$8,719,553	\$937,142	\$1.42
\$8,083,467	\$743,615	\$1.13
\$7,934,520	\$917,886	\$1.39

*Based on average number of shares outstanding on a fully diluted basis.

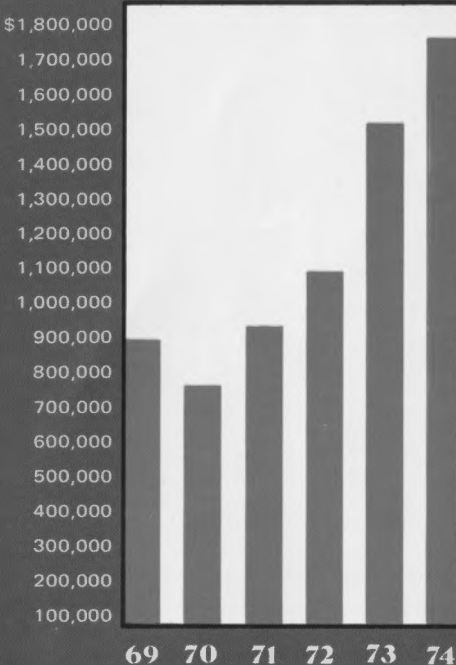
WORKING CAPITAL PER SHARE dollars



BOOK VALUE PER SHARE dollars



NET INCOME FROM OPERATIONS



Dear Shareholder:

While the year 1974 was a complex and difficult year in many respects, we are pleased to report another record year for the Company, both in sales and net operating income. Sales in 1974 of \$12,871,647, as compared to \$11,652,035 in 1973, show an increase of 10.5 per cent while net operating income per share is \$2.56 for 1974, against \$2.22 a year ago, an increase of 15.3 per cent.

Due to the heavily seasonal nature of the business, prices are traditionally established in January or February of each year and hold firm until the following year. We followed this practice in 1974, as a result of which we were compelled to absorb some cost increases, mostly in materials, that had not been anticipated when our price structure was established.

Nevertheless, operating economies plus elimination of marginal items in our product line enabled us to offset this additional expense, and material costs affecting gross profit now appear to be stabilized for the foreseeable future. The volume of sales to agencies of the Federal Government continues to decrease and will be a negligible factor in earnings for the year 1975.

During the year ending December 31, 1974, the Company declared quarterly cash dividends of \$.125 per share of common stock. It is the Company's present policy to declare dividends quarterly, at an annual rate of \$.50 per share on common stock, in anticipation of continued profitable operations.

Sincerely,

James G. O'Neil
James G. O'Neil
Chairman

Robert L. Nevin
Robert L. Nevin
President

A COPY OF THE FORM 10-K REPORT FOR THE FISCAL YEAR ENDED DECEMBER 31, 1974, AS FILED WITH THE SECURITIES AND EXCHANGE COMMISSION, IS AVAILABLE WITHOUT CHARGE UPON WRITTEN REQUEST TO ANY SECURITY HOLDER OF THE COMPANY ON THE RECORD DATE FOR DETERMINING PERSONS ENTITLED TO VOTE AT THE 1975 SHAREHOLDERS' MEETING. REQUESTS SHOULD BE MADE TO KEITH CLARK, INC., UNION AND DIVISION STREETS, SIDNEY, NEW YORK 13838, ATTN: SECRETARY TO THE CHAIRMAN.

Commercial Division



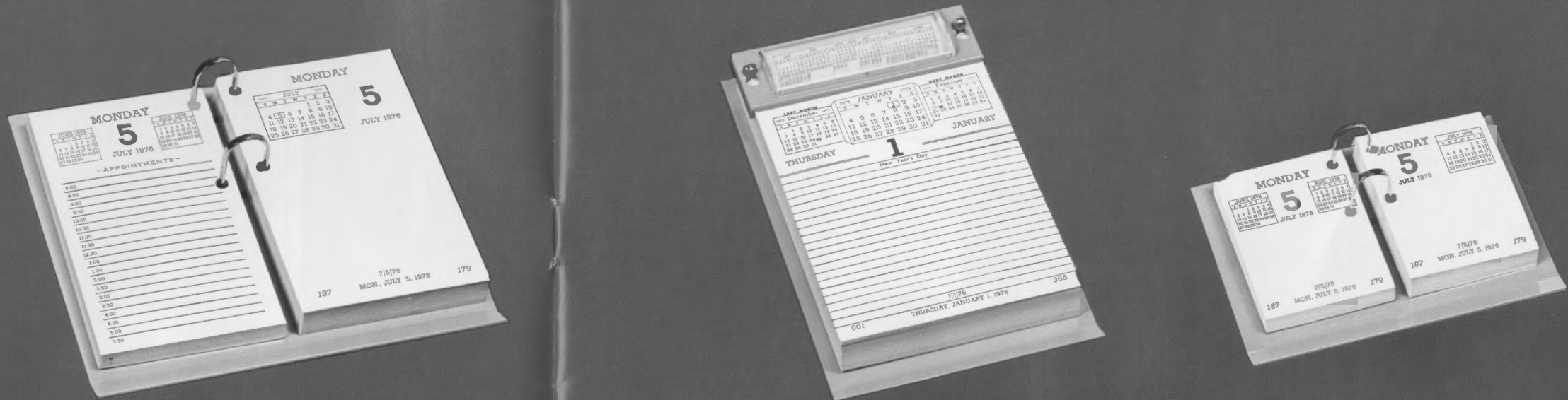
Keith Clark, Inc., incorporated in the commonwealth of Puerto Rico, designs, manufactures and sells a varied product line for the office product and advertising specialty industries, consisting mainly of desk, wall and planning calendars, diaries and appointment books and also non-dated vinyl accessories suitable for gifts and premiums.

The executive office and main manufacturing facility are located in Sidney, New York, with a wholly-owned subsidiary, P.R. Publishing Company, Inc., operating a plant in Humacao, Puerto Rico. A sales office is maintained in New York City. Sales are national, to major wholesalers and retailers.

Advertising Specialty Division



Top 3
Best Sellers
Commercial Division



KEITH CLARK, INC. AND SUBSIDIARY – CONSOLIDATED BALANCE SHEET – AS AT DECEMBER 31, 1974 AND 1973

– ASSETS –

1974 1973

CURRENT ASSETS:		
Cash (including certificates of deposit of \$200,000 – 1973)	\$ 844,375	\$ 931,820
Investment in marketable securities at cost	2,000	3,000
Accounts receivable – Note A	3,957,761	3,680,780
Miscellaneous receivables	11,926	4,911
Inventories – Notes A & B	3,361,922	2,089,173
Prepaid expenses	135,550	85,935
TOTAL CURRENT ASSETS	8,313,534	6,795,619
PROPERTY, PLANT AND EQUIPMENT –		
At Cost – Note A:		
Land and building	526,151	524,194
Machinery and equipment	2,902,389	2,797,996
Leasehold improvements	167,882	157,292
Furniture and fixtures	348,025	235,333
Transportation equipment	50,573	40,248
Construction in progress – Note H (4)	151,689	—
	4,146,709	3,755,063
Less: Accumulated depreciation and amortization	1,666,653	1,444,713
	2,480,056	2,310,350
EXCESS OF COST OF INVESTMENT OVER BOOK VALUE OF NET ASSETS		
ACQUIRED – Note A	4,352,272	4,352,272
OTHER ASSETS:		
Deferred financing expenses – unamortized portion – Note E	13,285	14,946
Deferred compensation – unamortized portion – Note F	33,206	41,369
Sundry assets	24,843	49,195
	71,334	105,510
	<u>\$15,217,196</u>	<u>\$13,563,751</u>

– LIABILITIES AND STOCKHOLDERS' EQUITY –

1974 1973

CURRENT LIABILITIES:		
Notes payable – bank	\$ 500,000	\$ —
Accounts payable	365,297	532,213
Accrued expenses	464,722	391,499
Income taxes payable – Note D	188,516	—
Current portion of long-term debt – Note E	412,096	411,142
TOTAL CURRENT LIABILITIES	1,930,631	1,334,854
LONG-TERM DEBT, less current portion shown above – Note E		
	<u>3,585,510</u>	<u>3,997,601</u>
GENERAL COMMENTS AND CONTINGENCIES – Note H		
STOCKHOLDERS' EQUITY – Notes F & G:		
Common Stock – par value \$.50 per share:		
Authorized—2,000,000 shares		
Issued and outstanding - 529,459 shares	264,730	264,730
Capital surplus	2,149,220	2,149,220
Retained earnings	7,287,105	5,817,346
	9,701,055	8,231,296
	<u>\$15,217,196</u>	<u>\$13,563,751</u>

See Notes to Consolidated Financial Statements

KEITH CLARK, INC. AND SUBSIDIARY
CONSOLIDATED STATEMENT OF
INCOME AND RETAINED EARNINGS
FOR THE YEARS ENDED DECEMBER 31, 1974 AND 1973

	1974	1973
Net sales	\$12,871,647	\$11,652,035
Cost and expenses:		
Cost of goods sold	8,238,832	7,273,952
Selling, general and administrative expenses	2,483,311	2,259,984
Provision for retirement plan expenses – Note H (2)	49,391	37,615
	10,771,534	9,571,551
	<u>2,100,113</u>	<u>2,080,484</u>
Other income:		
Sale of scrap	148,978	85,582
Sundry	33,547	22,149
	182,525	107,731
	2,282,638	2,188,215
Interest and amortization of loan expense	359,634	396,780
Income before taxes on income	1,923,004	1,791,435
Provision for taxes on income – Note D:		
Federal	154,392	247,764
State	34,124	40,100
	188,516	287,864
Income before extraordinary credit	1,734,488	1,503,571
Extraordinary credit, tax reduction resulting from operating loss carryforwards	—	281,726
Net income	1,734,488	1,785,297
Retained earnings – beginning of year	5,817,346	4,098,232
	7,551,834	5,883,529
Less: Cash dividends	264,729	66,183
Retained earnings – end of year	<u>\$ 7,287,105</u>	<u>\$ 5,817,346</u>

	1974	1973
Primary earnings per share – Note G:		
Income before extraordinary items	\$3.28	\$3.48
Extraordinary credit	—	.65
Net Income	<u>\$3.28</u>	<u>\$4.13</u>
Fully diluted earnings per share – Note G:		
Income before extraordinary items	\$2.56	\$2.22
Extraordinary credit	—	.42
Net income	<u>\$2.56</u>	<u>\$2.64</u>

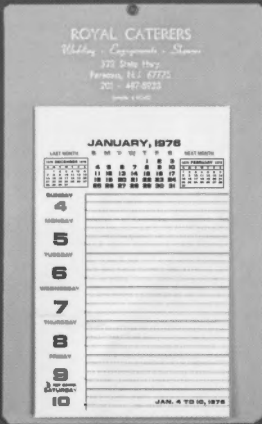
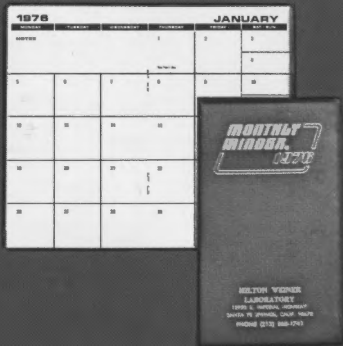
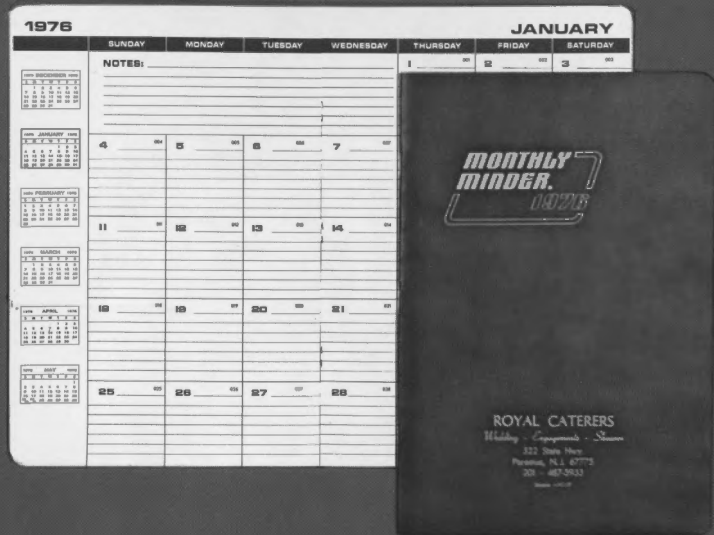
See Notes to Consolidated Financial Statements

KEITH CLARK, INC. AND SUBSIDIARY
CONSOLIDATED STATEMENT OF CAPITAL SURPLUS
FOR THE YEARS ENDED DECEMBER 31, 1974 AND 1973

	1974	1973
Balance, beginning of year	\$ 2,149,220	\$ 2,099,220
Add:		
Excess of the face amount of 7% Convertible Notes over the par value of the 100,000 shares of the Company's Common Stock into which the Notes were converted – Note E	—	50,000
Balance, end of year	<u>\$ 2,149,220</u>	<u>\$ 2,149,220</u>

See Notes to Consolidated Financial Statements

Top 3
Best Sellers
Advertising
Speciality
Division



KEITH CLARK, INC. AND SUBSIDIARY
CONSOLIDATED STATEMENT OF
CHANGES IN FINANCIAL POSITION
FOR THE YEARS ENDED DECEMBER 31, 1974 AND 1973

	1974	1973
SOURCE OF WORKING CAPITAL:		
Income before extraordinary items	\$ 1,734,488	\$ 1,503,571
Add: Items not requiring the outlay of working capital:		
Provision for depreciation and amortization of property, plant and equipment	225,584	193,828
Amortization of deferred compensation — Note F	8,163	8,162
Loss on sale of equipment	1,103	—
Working capital provided from operations, exclusive of extraordinary items	1,969,338	1,705,561
Extraordinary credit:		
Tax reduction arising from operating loss carryforwards	—	281,726
Total from operations	1,969,338	1,987,287
Issuance of 100,000 shares of Common Stock	—	100,000
Proceeds from sale of equipment	1,500	—
Decrease in other assets (exclusive of deferred compensation)	26,013	9,347
	1,996,851	2,096,634
APPLICATION OF WORKING CAPITAL:		
Acquisition of property, plant and equipment	397,893	559,681
Reduction of long-term debt (including notes converted — 1973)	412,091	524,829
Cash dividends	264,729	66,183
	1,074,713	1,150,693
6 INCREASE IN WORKING CAPITAL	\$ 922,138	\$ 945,941

	1974	1973
CHANGES IN WORKING CAPITAL BY ELEMENTS:		
Current assets — increase (decrease):		
Cash	\$ (87,445)	\$ 386,787
Marketable securities	(1,000)	(1,500)
Accounts receivable	276,981	548,390
Miscellaneous receivables	7,015	(7,304)
Inventories — at lower of cost or market	1,272,749	194,894
Prepaid expenses	49,615	(21,243)
	1,517,915	1,100,024
Current liabilities — increase (decrease):		
Notes payable	500,000	(400,000)
Accounts payable	(166,916)	113,149
Taxes withheld and accrued	1,508	4,662
Accrued expenses and sundry liabilities	71,715	37,397
Income taxes payable	188,516	—
Current portion of long-term debt	954	398,875
	595,777	154,083
INCREASE IN WORKING CAPITAL	\$ 922,138	\$ 945,941

See Notes to Consolidated Financial Statements

KEITH CLARK, INC. AND SUBSIDIARY — NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

* * * * *

NOTE A — Summary of Significant Accounting Policies

(1) Principles of Consolidation and Excess Cost of Investments in Subsidiary

The financial statements herein include the accounts of the Parent Company, Keith Clark, Inc. and its wholly-owned subsidiary, P.R. Publishing Co., Inc. after elimination of all significant intercompany balances and transactions.

The excess consideration paid over the underlying net book value of assets acquired in connection with the acquisition of the Company's subsidiary in 1967 is considered by the Company to be an intangible asset and is not being amortized at this time because the Company does not believe there has been any diminution in value.

(2) Depreciation Policy

In computing depreciation on the straight-line basis and, where permitted by the Internal Revenue Code, on an accelerated method for both book and tax purposes, the useful life of depreciable assets was estimated as follows:

	Years
Buildings	20–40
Machinery and equipment	5–33
Leasehold improvements	10 years or term of the lease, whichever is shorter
Furniture and fixtures	5–10
Transportation	4

Leasehold improvements are amortized over the term of the lease or the life of the improvement, whichever is shorter.

Maintenance and repairs are charged to expense and renewals and betterments are charged to the asset accounts. At the time fixed assets are retired or otherwise disposed of, the cost and accumulated depreciation are eliminated from the asset and depreciation is reflected in earnings.

(3) Inventory Pricing

Inventories have been valued at the lower of cost (first-in, first-out) or market (replacement cost).

(4) Accounts Receivable

The Company has consistently followed the practice of charging its uncollectible accounts receivable against current income which losses have not been material. In management's opinion no allowance for doubtful accounts is required.

NOTE A — Summary of Significant Accounting Policies (Con't)

(5) Investment Tax Credits

Investment tax credits are accounted for by the flow-through method whereby the income tax provisions are reduced in the year in which the assets which give rise to the credit are placed into service.

NOTE B — Inventories

Inventory amounts used in determining cost of goods sold for the two years ended December 31, 1974 were as follows:

1972	\$1,894,279
1973	2,089,173
1974	3,361,922

The inventories at December 31, 1974 and 1973 consisted of:

	1974	1973
Raw materials	\$2,218,977	\$1,348,537
Work-in-process	625,336	440,720
Finished	517,609	299,916
	<u>\$3,361,922</u>	<u>\$2,089,173</u>

NOTE C — Notes Payable — Bank

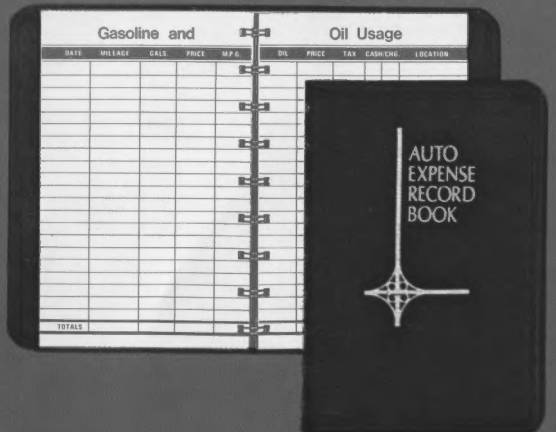
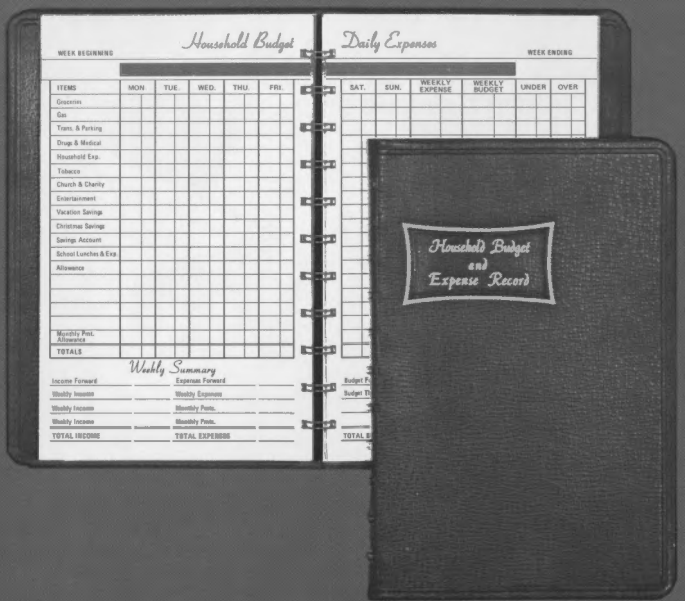
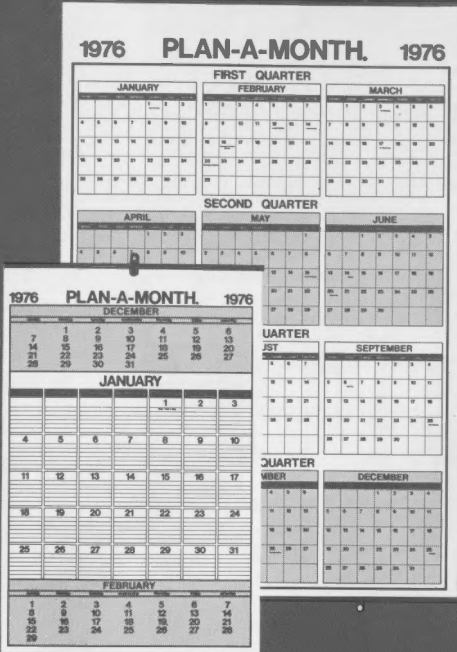
For the year ended December 31, 1974 the Company had average short-term notes outstanding of approximately \$870,000 with a weighted average interest rate of approximately 11-1/2%. The maximum short-term notes outstanding at any month end during the year amounted to \$2,200,000.

NOTE D — Federal and Puerto Rican Income Taxes

The company's subsidiary, P.R. Publishing Co., Inc. is operating under tax exemptions issued by the Commonwealth of Puerto Rico until 1987. If the Company's subsidiary was not tax exempt, a provision for Puerto Rican income tax (at rates less than the Federal income tax rate of 48%) for the years ended December 31, 1974 and 1973 would amount to approximately \$661,200 and \$469,500, respectively. The provision for Federal income taxes for the year ended December 31, 1974 has been reduced by the application of investment tax credit of approximately \$14,700.

Keith Clark, Inc., the Parent Company, is organized under the laws of Puerto Rico, but operates entirely in the United States and therefore is subject to Federal income taxes. P.R. Publishing Co., Inc. will continue to operate under the tax exemptions as mentioned above.

A Selection of
New Products
Introduced
For 1976 Edition



KEITH CLARK, INC. AND SUBSIDIARY — NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

NOTE D — Federal and Puerto Rican Income Taxes (Con't)

The Federal tax returns of the Parent Company are presently under examination for the years ended December 31, 1971, 1972, 1973; in the opinion of management, any deficiencies arising out of the examination would not materially affect the accompanying financial statements.

The financial statements submitted herewith are subject to final determination of Puerto Rican, Federal, state and local taxes by the respective authorities.

NOTE E — Long-Term Debt

At December 31, 1974 long-term debt consisted of:

7% Senior Subordinated Notes due March 1, 1983 payable in annual installments of \$400,000 commencing March 1, 1974 with interest payable semi-annually	\$3,600,000
7% Convertible Senior Subordinated Notes due March 1, 1983, with interest payable semi-annually	150,000
7%-8½% First Mortgage payable to August 11, 1985 in monthly installments of \$1,500 including interest	145,120
8% Second Mortgage payable to September 29, 1985 in monthly installments of \$1,181 including interest	102,486
	3,997,606
Less: Current portion	412,096
	\$3,585,510

The 7% Senior Notes and Convertible Senior Notes are payable to two participating insurance companies. The agreement, relating to the notes requires, among other things, that the Company maintain consolidated working capital in an amount not less than \$1,750,000 after January 1, 1971. In addition, the amount of short-term borrowings is limited to an amount not to exceed \$2,500,000 and no stock redemptions are to be made or cash dividends paid in excess of 50% of consolidated net income subsequent to December 31, 1967. As at December 31, 1974 by reason of the above restrictions \$3,643,553 of consolidated retained earnings was available for such distributions.

NOTE E — Long-Term Debt (Con't)

The 7% Convertible Senior Notes are effectively convertible (based on a formula as defined) at any time up to March 1, 1983 on the basis that each \$1 of the unpaid principal of convertible notes is convertible into one share of the Company's Common Stock. On December 21, 1973, \$100,000 of notes was converted into 100,000 shares of the Company's Common Stock.

The financing expenses involved in obtaining the above loans are being amortized over the life of the respective notes.

The amount of long-term debt maturing during the next five years ending December 31, 1979, is as follows:

1975	\$412,096
1976	413,653
1977	414,799
1978	415,962
1979	417,155

NOTE F — Stockholders' Equity

The Company, in May 1969, adopted an executive stock bonus plan which authorized the issuance of 25,000 shares of Common Stock to executives and other key employees as a means of compensating them for high performance. As at December 31, 1974, 15,645 shares were cumulatively issued thereunder with a charge to Deferred Compensation for \$118,802 with corresponding credits to Capital Stock for the par value of shares issued and the balance to Capital Surplus. The Deferred Compensation is being amortized over the period during which certain restrictions on the shares apply. Amortization for the years ended December 31, 1974 and 1973 amounted to \$8,163 and \$8,162, respectively.

NOTE G — Earnings Per Share

Primary earnings per share are based on the weighted average number of common shares during the years (529,459 — 1974; 432,237 — 1973).

Fully diluted earnings per share are based on the weighted average number of common shares above and assumes the conversion of the 7% convertible notes as of the beginning of the year with a corresponding increase in net earnings due to the elimination of interest expense — net of taxes.

KEITH CLARK, INC. AND SUBSIDIARY — NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

NOTE G — Earnings Per Share (Con't)

Assuming the conversion of \$100,000 of Convertible Notes into 100,000 shares of the Company's Common Stock (see Note E) that occurred on December 21, 1973 had taken place at the beginning of the year primary earnings per share including a corresponding increase in net earnings due to the elimination of interest expense — net of taxes would have been as follows:

Income before extraordinary item	\$2.84
Extraordinary item	.53
Net Income	\$3.37

NOTE H — General Comments and Contingencies

(1) Part of the operations of the Company and its subsidiary are conducted on leased premises. The leases are for varying periods, the longest lease extending to 1984. At December 31, 1974 the minimum annual rentals on such leases are approximately as follows:

Year Ended	Five Years Ended
1975	\$ 98,000
1976	80,000
1977	80,000
1978	45,000
1979	40,000

In addition, certain of the leases call for the payment of certain expenses such as real estate taxes and insurance.

(2) The Company has a retirement plan for all employees excluding employees of its subsidiary. This plan is non-contributory and is being administered by a trustee which provides for past service and current service retirement benefits. The annual contribution to the retirement plan is based generally upon current service costs plus a ten year funding of the unfunded prior service liability. The Company reserves the right to amend or terminate the plan if future conditions make it impossible to continue.

As at December 31, 1973 (the latest date for which information is available) unfunded past service cost of the plan amounted to approximately \$57,000 and the assets of the pension fund exceeded the actuarially computed value of vested benefits under the plan.

(3) The Company has employment agreements with two officers of the Company, both of which are for ten years terminating December 31, 1977 providing for annual compensation aggregating approximately \$135,000.

NOTE H — General Comments and Contingencies (Con't)

(4) The Company is in the process of constructing two storage buildings for which it has advanced payment of \$151,689 which substantially covers the total estimated cost of construction.

(5) The Company is a defendant in an action involving a claim for copyright infringement resulting from the sale of a certain dairy product. In the opinion of the Company the damages recoverable by the plaintiff would not materially affect the accompanying financial statements. In another action the Company as a defendant is accused of allegedly conspiring to destroy plaintiff's business and interfere with plaintiff's relationships with its employees. The Company has filed an answer generally denying the allegation of the Complaint. According to counsel for the Company there are meritorious defenses to the action and exposure to the Company appears remote.

REPORT OF
INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS
WESTHEIMER, FINE, BERGER & CO.
CERTIFIED PUBLIC ACCOUNTANTS
1301 AVENUE OF THE AMERICAS
NEW YORK, N.Y. 10019

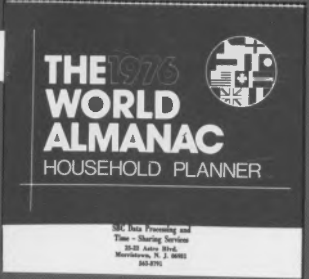
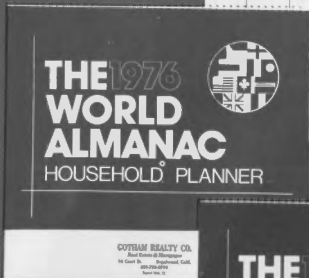
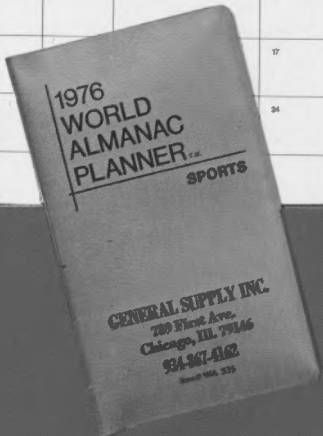
The Board of Directors
Keith Clark, Inc.

We have examined the consolidated balance sheets of Keith Clark, Inc. and subsidiary as at December 31, 1974 and 1973 and the consolidated statements of income and retained earnings, capital surplus and changes in financial position for the years then ended. Our examinations were made in accordance with generally accepted auditing standards and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion, such financial statements present fairly the consolidated financial position of Keith Clark, Inc. and subsidiary as at December 31, 1974 and 1973 and the consolidated results of their operations and the changes in financial position for the years then ended, in conformity with generally accepted accounting principles applied on a consistent basis.

New York, New York
February 3, 1975

New Markets Probed For 1976 Edition



KEITH CLARK, INC. AND SUBSIDIARY
CONSOLIDATED SUMMARY OF OPERATIONS
FOR THE FIVE YEARS ENDING DECEMBER 31, 1974

	YEAR ENDED DECEMBER 31,				
	1970	1971	1972	1973	1974
Net sales	\$8,083,467	\$8,719,553	\$9,283,274	\$11,652,035	\$12,871,647
Cost of goods sold	5,043,778	5,515,773	5,892,337	7,273,952	8,238,832
Interest and amortization of loan expense	432,729	442,105	381,384	396,780	359,634
Provision for (reduction of) income taxes	(216,219)	—	22,691	287,864	188,516
Income before extraordinary (charges) credits	743,615	937,142	1,095,877	1,503,571	1,734,488
Extraordinary (charges) credits	(82,948)	—	(177,461)	281,726	—
Net income	660,667	937,142	918,416	1,785,297	1,734,488
Primary earnings per share — Note (1):					
Income before extraordinary (charges) credits	\$1.77	\$2.21	\$2.56	\$3.48	\$3.28
Extraordinary credits (charges)	(.20)	—	(.41)	.65	—
Net income	\$1.57	\$2.21	\$2.15	\$4.13	\$3.28
Fully diluted earnings per share — Note (1):					
Income before extraordinary (charges) credits	\$1.13	\$1.42	\$1.63	\$2.22	\$2.56
Extraordinary credits (charges)	(.12)	—	(.26)	.42	—
Net income	\$1.01	\$1.42	\$1.37	\$2.64	\$2.56
Dividends per share				\$1.25	\$1.50

Note (1) Primary earnings per share are based on the weighted average number of Common Shares during the year (419,909 — 1970; 423,523 — 1971; 427,836 — 1972; 432,237 — 1973; 529,459 — 1974.)

Fully diluted earnings per share are based on the weighted average number of Common Shares above and assumes the conversion of the 7% convertible notes (see Note E of Notes to Consolidated Financial Statements) as of the beginning of the year with a corresponding increase in net earnings due to the elimination of interest expense, net of taxes.

Management's Discussion and Analysis of Consolidated Summary of Operations

It should be noted that while gross profit (as a percentage of net sales) declined from 37.6% for the year ended December 31, 1973, to 36.0% for the year ended December 31, 1974, the decline was attributable to an increase in the cost of raw materials (chiefly paper) experienced in the first two quarters of 1974, beyond what had been anticipated. The cost of raw materials has remained relatively level in recent months.

Interest expense (as a percentage of net sales) declined from 4.1% for the year ended December 31, 1972, to 3.4% for the year ended December 31, 1973, due largely to an increase of \$2.4 million in sales volume over the same period. The decline in interest expense from 3.4% for the year ended December 31, 1973, to 2.8% for the year ended December 31, 1974, was attributable to the conversion of \$100,000 of 7% Convertible Senior Subordinated Notes by the holders thereof in December, 1973, to the repayment by the Company in March, 1974, of \$400,000 principal on its 7% Senior Subordinated Notes (thus reducing the outstanding principal to \$3.6 million) and to an increase in sales of \$1.2 million.

COMMON STOCK TRADED OVER THE COUNTER
FOR THE YEARS ENDED DECEMBER 31, 1974 AND 1973

The common stock of Keith Clark, Inc. is traded Over the Counter under the symbol KETH and the following is the record for the fiscal years 1973 and 1974:

PERIOD	HIGH	LOW	DIVIDEND PAID
1st Quarter 1973	15-1/2	10-1/2	—0—
2nd Quarter 1973	10-1/2	8	—0—
3rd Quarter 1973	12-1/4	8	—0—
4th Quarter 1973	11-7/8	8-1/2	\$1.25 per share
1st Quarter 1974	11-3/4	8-1/2	\$1.25 per share
2nd Quarter 1974	12-1/4	9	\$1.25 per share
3rd Quarter 1974	8	4-7/8	\$1.25 per share
4th Quarter 1974	7	4-3/4	\$1.25 per share

* * * * *

DIRECTORS

- HARTWELL P. MORSE, JR.
President — Marine Midland Bank - Southern
- JAY S. NEGIN
Attorney
- SAMUEL NEGIN
Certified Public Accountant
- ROBERT L. NEVIN
President
- JAMES G. O'NEIL
Chairman of the Board
- SIGMUND WAHRSAGER
Partner — Bear, Stearns & Co. (Brokers)

OFFICERS

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Chairman of the Board
- ROBERT L. NEVIN
President
- A. STEFFEE SMITH
Vice President
- GLORIA GEISMAR
Assistant Secretary

Registrar and Transfer Agent

Marine Midland Bank — New York

Auditors

Westheimer, Fine, Berger & Co., New York, New York

Counsel

Coudert Brothers, New York, New York





KEITH CLARK, INC.

EXECUTIVE OFFICES

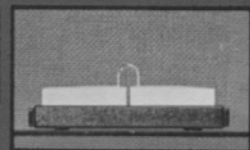
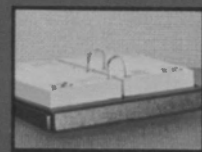
Union and Division Streets, Sidney, New York 13838

NEW YORK OFFICE

1450 Broadway, New York, New York 10018

SUBSIDIARY

P.R. Publishing Co., Inc. Humacao, Puerto Rico



1977

EVER READY® CALENDARS

2 958½
458½

Redesigned . . .
with functional new graphics and striking new leather texture bases . . .

958½ — Page size 5" x 8" (12.70 cm. x 20.32 cm.)
Pad style calendar with a ruled page for each weekday.

REFILLS ONLY:

958½ Plain EdgeList Price \$2.15 ea.

958½ Gold/Silver Edge (specify)List Price \$4.15 ea.

BASES ONLY:

Plastic — B50 Black, B52 Russet, B55 Brown,

B56 Tan or B57 GrayList Price \$2.15 ea.

Metal — B58, Bronze or Gray (specify)List Price \$3.50 ea.

458½ — Page size 5" x 8" (12.70 cm. x 20.32 cm.)
The same calendar as the 958½ above, but with half-hourly appointments.

REFILLS ONLY:

458½ Plain EdgeList Price \$2.15 ea.

458½ Gold/Silver Edge (specify)List Price \$4.15 ea.

BASES ONLY:

Plastic — B50 Black, B52 Russet, B55 Brown,

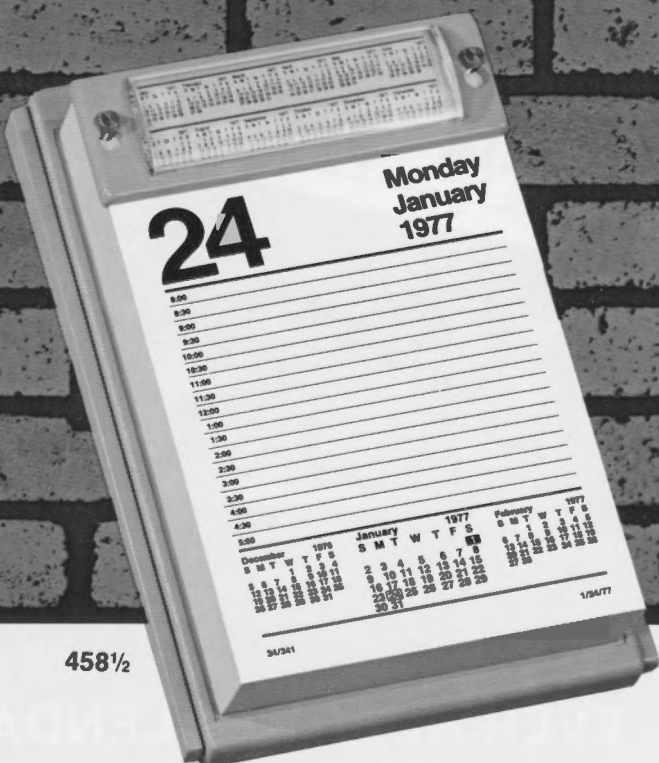
B56 Tan or B57 GrayList Price \$2.15 ea.

Metal — B58, Bronze or Gray (specify)List Price \$3.50 ea.

NOTE:

Style No. 58½ is discontinued. For replacement
refill use style No. 958½.

958½



458½

30 46 610 3

Redesigned . . .
with functional new graphics on all calendar
pad styles . . .

30 — Page size 3¼" x 5¼" (8.26 cm. x 13.31 cm.)
An ideal size for the home or office.

REFILLS ONLY:

35½ Plain EdgeList Price \$1.25 ea.

BASES ONLY:

Plastic — B30 Black, B33 Green, B35 Brown,

B36 Tan or B37 GrayList Price \$1.25 ea.

46 — Page size 4" x 6¼" (10.16 cm. x 17.15 cm.)
A smaller version of the popular 958½ pad. Striking new
leather texture bases in 5 decorator colors.

REFILLS ONLY:

46½ Plain EdgeList Price \$1.95 ea.

BASES ONLY:

Plastic — B40 Black, B42 Russet, B45 Brown,

B46 Tan or B47 GrayList Price \$1.95 ea.

Metal — B48, Bronze or Gray (specify)List Price \$3.00 ea.

610 — Page size 6¼" x 10" (15.88 cm. x 25.40 cm.)
An appointment calendar ruled for quarter hours from
8:45 a.m. thru 5:00 p.m., on a heavy metal base.

REFILLS ONLY:

610½ Plain EdgeList Price \$5.50 ea.

BASES ONLY:

Metal — B67 Gray, B68 BronzeList Price \$3.75 ea.

30



46



610

Redesigned . . .

with functional new graphics and striking new leather texture bases . . .

S170 — Page size 3½" x 6" (9.21 cm. x 15.24 cm.) The Schedule-A-Date . . . for determining future dates quickly, days, weeks, months in advance.

REFILLS ONLY:

S170 Plain Edge **List Price \$2.15 ea.**

BASES ONLY:

Plastic — B717 Brown, B0717 Black, B2717 Russet,

B6717 Tan or B7717 Gray **List Price \$2.00 ea.**

Metal — B170, Bronze or Gray (specify) **List Price \$3.50 ea.**

717 - Page size 3½" x 6" (9.21 cm. x 15.24 cm.) A convenient loose-leaf calendar with two pages for each weekday.

REFILLS ONLY:

717½ Plain Edge **List Price \$2.00 ea.**

717½ Gold/Silver Edge (specify) **List Price \$4.00 ea.**

BASES ONLY:

Plastic — B717 Brown, B0717 Black, B2717 Russet,

B6717 Tan or B7717 Gray **List Price \$2.00 ea.**

Metal — B170, Bronze or Gray (specify) **List Price \$3.50 ea.**

919 — Page size 3" x 3¼" (7.62 cm. x 9.53 cm.) A smaller calendar for home or office, with two pages for each day.

REFILLS ONLY:

919½ Plain Edge **List Price \$1.00 ea.**

BASES ONLY:

Plastic — B919 Brown, B0919 Black, B2919 Russet,

B6919 Tan or B7919 Gray **List Price \$1.75 ea.**

Metal — B190, Bronze or Gray (specify) **List Price \$2.50 ea.**

717

The Original

Heinz® Time Teller

210 — Page size 4½" x 8" (11.43 cm. x 20.32 cm.) An extra large page size, ruled for quarter hour appointments from 8:00 a.m. thru 5:45 p.m., with two pages for each weekday.

REFILLS ONLY:

210 Plain Edge **List Price \$2.35 ea.**

BASES ONLY: (Specify color.)

B210 Plastic — Black, Brown

or Gray **List Price \$2.35 ea.**

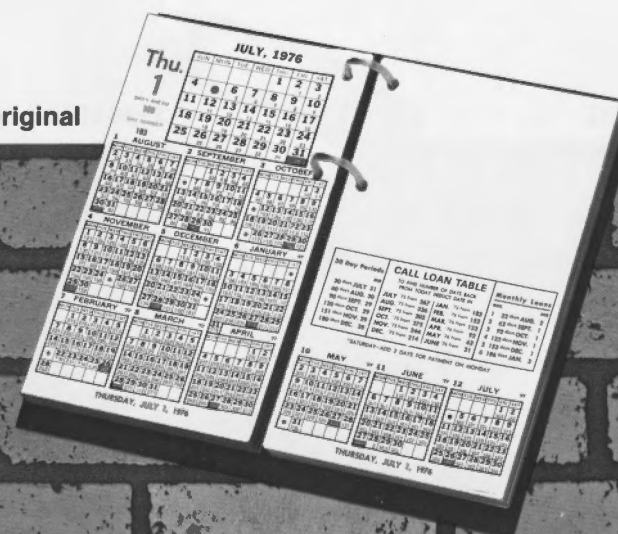
The Original Heinz® Time Teller — Page size 4½" x 7½" (11.43 cm. x 19.05 cm.) The perfect desk-top reference for banks, savings and loan, credit unions and other financial institutions. Its many unique features make it invaluable for computing interest, due dates on loans and interest bearing days on call loans. The Heinz Time Teller is printed in two colors with black for calendar months and dates and special reference data in red.

REFILLS:

Heinz® Time Teller **List Price \$9.95 ea.**

BASES ONLY: (Specify color.)

B210 Plastic — Black, Brown or Gray **List Price \$2.35 ea.**



210



S170

919

6 25
212
313
616

25 — Page size 2½" x 5" (6.67 cm. x 12.70 cm.)
A handy single page calendar/memo pad, on a metal base.

REFILLS ONLY:

25½ Plain EdgeList Price \$1.15 ea.

BASES ONLY: (Specify color.)

B25 Metal — Bronze or GrayList Price \$1.90 ea.

212 — Page size 3" x 3¼" (7.62 cm. x 9.53 cm.) A calendar
designed for serving double desks.

REFILLS ONLY:

212½ Plain EdgeList Price \$1.00 ea.

BASES ONLY:

B212 Plastic — Brown onlyList Price \$1.75 ea.

313 — Page size 3" x 4" (7.62 cm. x 10.16 cm.) A two page
desk calendar with flip-up date sheet and handy memo
page.

REFILLS ONLY:

313½ Plain EdgeList Price \$1.00 ea.

BASES ONLY:

Plastic — B313 Brown, B0313 Black, B3313 Green,
B6313 Tan or B7313 GrayList Price \$1.75 ea.

616 — Page size 3" x 3¼" (7.62 cm. x 9.53 cm.) A book
style calendar with two pages for each day.

REFILLS ONLY:

616½ Plain EdgeList Price \$1.00 ea.

BASES ONLY:

Plastic — B616 Brown, B0616 Black, B3616 Green,
B6616 Tan or B7616 GrayList Price \$1.75 ea.

1000
2000
4000
5000 7

1000 — **Memo Completes** — Plastic memo holders in five
attractive colors complete with 200 sheets of 3" x 5"
(7.62 cm. x 12.70 cm.) memo paper.

1000 Black, 1300 Green, 1500 Brown, 1600 Tan or
1700 GrayList Price \$1.75 ea.

REFILLS ONLY: 1000½ — 200 sheets per pad,
10 pads per boxList Price \$6.00 per box

2000 — **Memo Completes** — Plastic memo holders in five
attractive colors complete with 200 sheets of 4" x 6"
(10.16 cm. x 15.24 cm.) memo paper.

2000 Black, 2300 Green, 2500 Brown, 2600 Tan or
2700 GrayList Price \$2.00 ea.

REFILLS ONLY: 2000½ — 200 sheets per pad,
10 pads per boxList Price \$6.50 per box

4000 — **"Tear Off" Style Memo Pads** — Page size 4" x 6¼"
(10.16 cm. x 17.15 cm.) Drilled to fit regular calendar bases,
perforated for easy tear-off. Striking new leather texture
bases available in 5 decorator colors.

REFILLS ONLY: 4000½ — 200 sheets per pad, 10 pads
per boxList Price \$10.00 per box

BASES ONLY: (Specify color.)

W46 Plastic — Black, Brown, Gray, Russet
or TanList Price \$1.95 ea.

5000 — **"Tear Off" Style Memo Pads** — Page size 5" x 8"
(12.70 cm. x 20.32 cm.) Drilled to fit regular calendar bases,
perforated for easy tear off. Striking new leather texture
bases available in 5 decorator colors.

REFILLS ONLY: 5000½ — 200 sheets per pad, 10 pads per
boxList Price \$12.00 per box

BASES ONLY: (Specify color.)

W58 Plastic — Black, Brown, Gray, Russet or
TanList Price \$2.15 ea.



4000 SERIES

5000 SERIES

1000 SERIES

2000 SERIES

Regular Year and Academic Year Monthly-Minders® —

To efficiently plan, organize and schedule business activities. Academic year versions for the educational field. All are 14 full months — regular year dated Dec. 1976 thru Jan. 1978; academic year July 1976 thru Aug. 1977. Two pages for each month. All units have telephone/address space. Page size, all units, 8" x 12" (20.32 cm. x 30.48 cm.)

SK2 — Regular year. Clear acetate cover, wire bound, packed 36 per box **List Price \$1.40 ea.**

SK2AY — Academic year version of SK2. Packed 36 per box **List Price \$1.40 ea.**

SK3 — Same regular year filler as SK2. Linen texture covers in Black only. Packed 24 per box. **List Price \$2.00 ea.**

SK3AY — Academic year version of SK3. Linen texture covers in Black only. Packed 24 per box. **List Price \$2.00 ea.**

SK4 — Regular year — same contents as SK2 and SK3, but has additional 40 page perforated memo section. Linen texture covers in Black only. Packed 18 per box. **List Price \$2.40 ea.**

SK5 — Deluxe vinyl covers available in Black, Brown, Maroon or Saddle. Multi-ring binding, three refillable sections — 32 page calendar planning section covering 14 months (regular year), 26 page tab-indexed telephone/address section, 40 page perforated memo section — and handy bookmark. May be ordered complete or refills only. Individually gift boxed.

COMPLETE **List Price \$7.50 ea.**

REFILLS ONLY All 3 sections **List Price \$3.00 ea.**
Calendar only **List Price \$1.00 ea.**

SK3

SK4

SK5

SK3AY

SK2

SK2AY

SK7

SK16

SK53

SK48

SK173

SK174

SK7 — Monthly-Minder® Desk and Wall Calendar — Page size 11" x 8" (27.94 cm. x 20.32 cm.) with a page for each month. Full 16 months, September 1976 thru December 1977. Attractive heavy duty vinyl holder in Black only. Eyelet for wall hanging. May be ordered as complete or refills only. Individually, loose film wrapped and packed 36 per box.

COMPLETE **List Price \$1.30 ea.**
REFILLS ONLY **List Price \$.50 ea.**

SK16 — Plan-A-Month® — Page size 11" x 8" (27.94 cm. x 20.32 cm.) 16 month planner dated September 1976 thru December 1977. Can be used on desk or wall and is also 3-hole punched to fit standard 3-ring binder. Packed 36 per box **List Price \$.89 ea.**

SK173 — Monthly-Minder® — Page size 7" x 10" (17.78 cm. x 25.40 cm.) Regular year 14 month planner dated December 1976 thru January 1978. One full month per double page spread. Wire bound, linen texture covers in Black only, packed 24 per box **List Price \$1.35 ea.**

SK174 — Monthly-Minder® — Page size 7" x 10" (17.78 cm. x 25.40 cm.) Same regular year filler as SK173 but with additional 40 page perforated memo section. Wire bound, with linen texture covers in Black only. Packed 18 per box **List Price \$1.85 ea.**

SK48 — Weekly-Minder® — Page size 3 1/2" x 6 1/4" (9.21 cm. x 15.88 cm.) A convenient size 12 month book for use on the desk or easily carried. Deluxe vinyl jackets of Black, Brown and Green. Packed assorted, 24 pre-priced units per display box **List Price \$1.10 ea.**

SK53 — Pocket Size Monthly-Minder® — Page size 3 1/2" x 6 1/4" (9.21 cm. x 15.88 cm.) Dated for 16 months, September 1976 thru December 1977. Deluxe vinyl jackets of Black, Brown and Green. Packed assorted, 24 pre-priced units per display box **List Price \$.79 ea.**

10

PM1
PM2
PM3
PM4

"Plan-A-Month®" Monthly Wall Calendars — A handy addition to office or home. Twelve months, printed in black on heavy white stock, with large easy-to-read numerals. Full yearly reference calendar at the bottom. Each page is ruled, with ample space for notes. Available in four sizes, all metal bound with eyelets — PM4 has double eyelets. PM2, 3, and 4 include Julianized dates.

PM1 — Page size 8½" x 11" (21.59 cm. x 27.94 cm.) Calendars packed flat, individually film wrapped, 12 per carton **List Price \$1.25 ea.**

PM2 — Page size 12" x 18" (30.48 cm. x 45.72 cm.) Calendars packed flat, individually film wrapped, 12 per carton **List Price \$1.75 ea.**

PM3 — Page size 15½" x 23½" (39.37 cm. x 59.37 cm.) Calendars packed flat, individually film wrapped, 12 per carton **List Price \$2.50 ea.**

PM4 — Page size 24" x 36" (60.96 cm. x 91.44 cm.) Calendars packed flat, individually film wrapped, 6 per carton **List Price \$3.75 ea.**

PM4

PLAN-A-MONTH.						
1977	JANUARY					1977
sunday	monday	tuesday	wednesday	thursday	friday	saturday
						1 New Year's Day
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

PLAN-A-MONTH.						
1977	JANUARY					1977
sunday	monday	tuesday	wednesday	thursday	friday	saturday
						1 New Year's Day
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

PLAN-A-MONTH.						
1977	JANUARY					1977
sunday	monday	tuesday	wednesday	thursday	friday	saturday
						1 New Year's Day
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

PLAN-A-MONTH.						
1977	JANUARY					1977
sunday	monday	tuesday	wednesday	thursday	friday	saturday
						1 New Year's Day
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

PM2

PM3

PM1

PM6
PM12

11

PM6 — Three-Month "Plan-A-Month®" Wall Calendars — Page size 15½" x 23½" (39.37 cm. x 59.37 cm.) Twelve pages, black ink on heavy white stock, feature the past month, current month and one future month per page. Current month is ruled for daily notations. Metal bound and eyeletted for easy hanging. Packed flat, individually film wrapped, 12 per carton **List Price \$2.75 ea.**

PM12 — "Plan-A-Month®" Yearly Wall Calendars — Page size 24" x 36" (60.96 cm. x 91.44 cm.) Features a full year on one page, divided into four quarters. Printed in black ink on heavy white stock with large, easy-to-read numerals and ample space for daily notations. Metal bound on top and bottom with double eyelets on each end for secure hanging. Calendars rolled and individually boxed (six per shipper) **List Price \$2.00 ea.**

1977 PLAN-A-MONTH. 1977

FIRST QUARTER		
JANUARY	FEBRUARY	MARCH
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
SECOND QUARTER		
APRIL	MAY	JUNE
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
THIRD QUARTER		
JULY	AUGUST	SEPTEMBER
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
FOURTH QUARTER		
OCTOBER	NOVEMBER	DECEMBER
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

PM12

PM6

1977 PLAN-A-MONTH. 1977						
DECEMBER						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
JANUARY						
sunday	monday	tuesday	wednesday	thursday	friday	saturday
						1 New Year's Day
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29
FEBRUARY						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

DP11 — Wall Planning Calendar — Open size 12¼" x 16¼" (31.75 cm. x 42.55 cm.) with Julianized dates in upper right corner of each date square, progressively numbered 001-365. 14 months, Dec. 1976 thru Jan. 1978. Wire bound, in Black vinyl. Packed 12 per box **List Price \$2.50 ea.**

"TODAY IS" Wall Calendar — A separate sheet for each weekday (Sat. & Sun. combined.) Super large numerals. Available in three sizes, all on walnut backboards. Order as complete or refills only. Individually film wrapped.

Style	Page Size	Overall Size	CC. Drilling	List Price Complete	Refill
0	4¼" x 5"	5½" x 8"	3½" cc.	\$2.35 ea.	\$1.10 ea.
1	6" x 6"	7" x 9"	4½" cc. & 5¼" cc.	3.15 ea.	1.95 ea.
4	8½" x 8"	11" x 14"	7¾" cc.	6.15 ea.	4.65 ea.

W40 — "Weekly Reminder" Wall Calendar — Page size 5" x 8" (12.70 cm. x 20.32 cm.) Weekly calendar and memo pad with large daily numerals, mounted on simulated woodgrain backs. Packed 50 per box **List Price \$.85 ea.**

W45 — Wall Calendar — Overall size 13½" x 29" (32.49 cm. x 73.66 cm.) A large framed wall calendar with three movable 12¼" x 9" (31.12 cm. x 22.86 cm.) calendar cards. The easily read cards are printed in red and black. Frame available in Black or Walnut. Individually boxed.

W45 Frame Only **List Price \$12.00 ea.**
W45 Refill Cards Only **List Price \$1.50 ea.**

W614 — 3-Month Wall Calendar — Overall size 6½" x 13" (16.51 cm. x 33.02 cm.) Twelve sheets, each showing current, previous and future month, packed 12 per box **List Price \$.85 ea.**

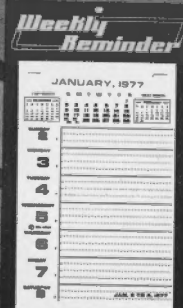
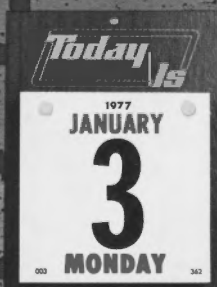
W45



"TODAY IS"

DP11

1977



W40



W614

SK22 — Monthly Desk Planner — Page size 22" x 17" (55.88 cm. x 43.18 cm.) Each monthly page ruled, with space for daily notes. Vinyl holder contains 12 pages, dated January thru December. Available in Black or Brown — please specify color when ordering. Refillable, individually film wrapped and packed 12 per box.

COMPLETE **List Price \$3.25 ea.**
REFILLS ONLY **List Price \$1.50 ea.**

SK23 — Executive Desk Planner — Page size 22" x 17" (55.88 cm. x 43.18 cm.) Rich vinyl holder with beautiful gold trim, holds 12 pages for efficient planning by the month — January thru December. Refillable holders in Black or Brown — please specify color when ordering. Individually film wrapped, 12 per box.

COMPLETE **List Price \$3.75 ea.**
REFILLS ONLY **List Price \$1.50 ea.**

SK24 — Monthly Desk Planner — Page size 22" x 17" (55.88 cm. x 43.18 cm.) Each page is ruled for a full month, with ample space for daily notes. Attractive holder contains 12 pages dated January thru December. Non-refillable, individually film wrapped/12 per box .. **List Price \$2.50 ea.**

SK24-16 — 16 Month Calendar Desk Pad — Page size 22" x 17" (55.88 cm. x 43.18 cm.) Similar to SK24, but with a full 16 month calendar — September 1976 thru December 1977. Non-refillable, individually film wrapped and packed 12 per box **List Price \$2.75 ea.**

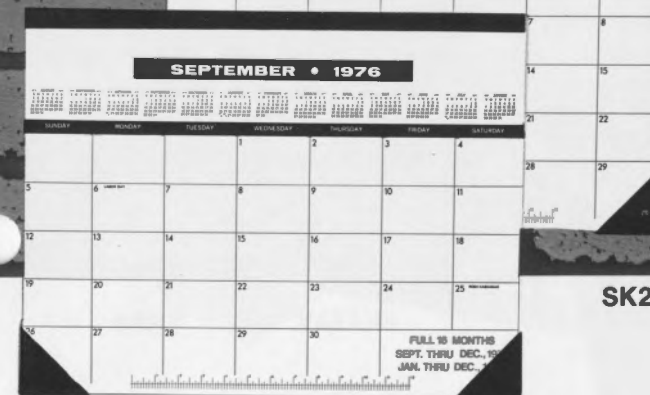
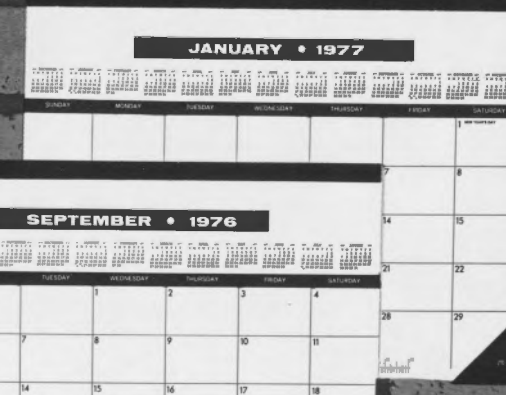
SK26 — Undated Desk Doodle Pad — Page size 22" x 17" (55.88 cm. x 43.18 cm.) A liberal 75 sheets of plain white stock bound into durable, heavy weight holder. All pages perforated for easy removal. Non-refillable, individually film wrapped, packed 12 per box **List Price \$4.50 ea.**

SK27 — Quadrille Ruled Desk Pad — Page size 22" x 17" (55.88 cm. x 43.18 cm.) 60 sheets, perforated for easy removal, bound into same durable, heavy weight holder as SK26. Non-refillable, individually film wrapped and packed 12 per box **List Price \$4.50 ea.**

SK22



SK23



SK24-16

SK24

SK27

SK26

Wire Bound Books — Page size 5" x 8" (12.70 cm. x 20.32 cm.) All styles provide one weekday per page with Saturday and Sunday combined. The wire binding allows flat, easy writing convenience. Handsome linen texture covers in Black only.

SK44 — Daily Appointment Book — A full year, ruled for half-hour appointments. Packed 24 per box. Non-refillableList Price \$1.95 ea.

SK44AY — Academic Year Daily Appointment Book — 13 months, dated July 1 thru July 31 of following year, ruled for half-hour appointments. Packed 24 per box. Non-refillableList Price \$1.95 ea.

SK46 — Daily Business Diary — Features a full year, with ruled pages. Packed 24 per box. Non-refillable.List Price \$1.95 ea.

SK46

SK44, SK44AY

SK46

SK44AY

SK44

Merchandisers for Floor and Counter . . .

Attractive displays with an assortment of planning calendars for the needs of all customers. Pocket sizes, wall and desk styles are handsomely displayed for easy self-service. Free display units.

DC100 — Floor Display

24 . . .SK53	@ .79	\$ 18.96
24 . . .SK48	@ 1.10	26.40
24 . . .SK7	@ 1.30	31.20
12 . . .SK16	@ .89	10.68
12 . . .SK3	@ 2.00	24.00
12 . . .SK4	@ 2.40	28.80
12 . . .SK173	@ 1.35	16.20
12 . . .SK174	@ 1.85	22.20
12 . . .W40	@ .85	10.20
12 . . .SK44	@ 1.95	23.40
6 . . .SK46	@ 1.95	11.70
6 . . .SK22	@ 3.25	19.50
6 . . .SK23	@ 3.75	22.50
36 . . .SK24-16	@ 2.75	99.00

Total List Price \$ 364.74

DC300 — Counter Display

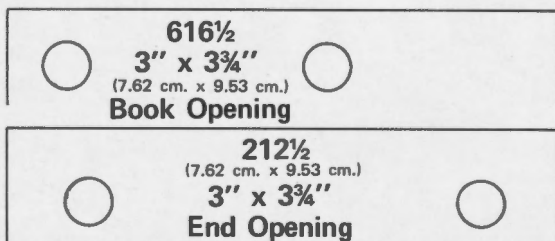
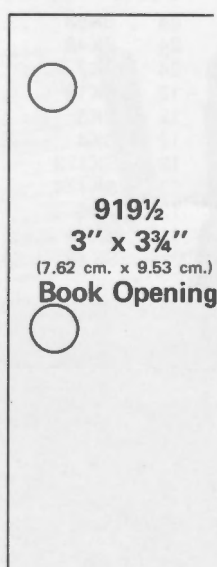
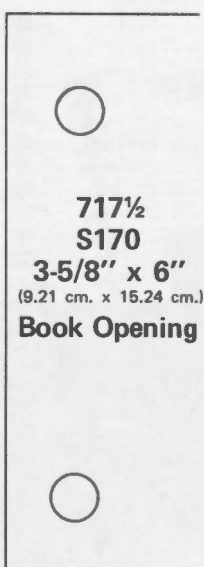
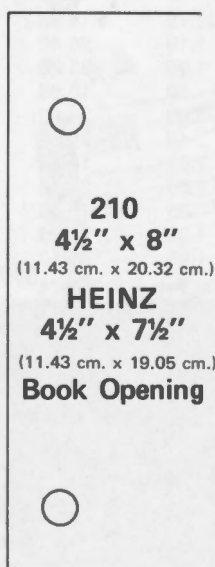
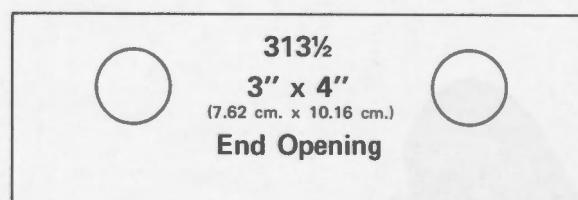
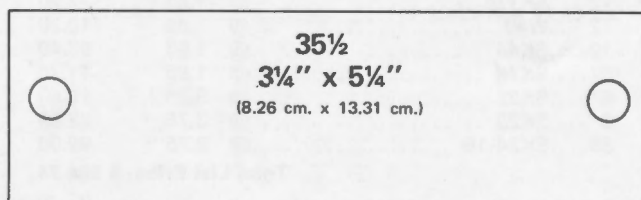
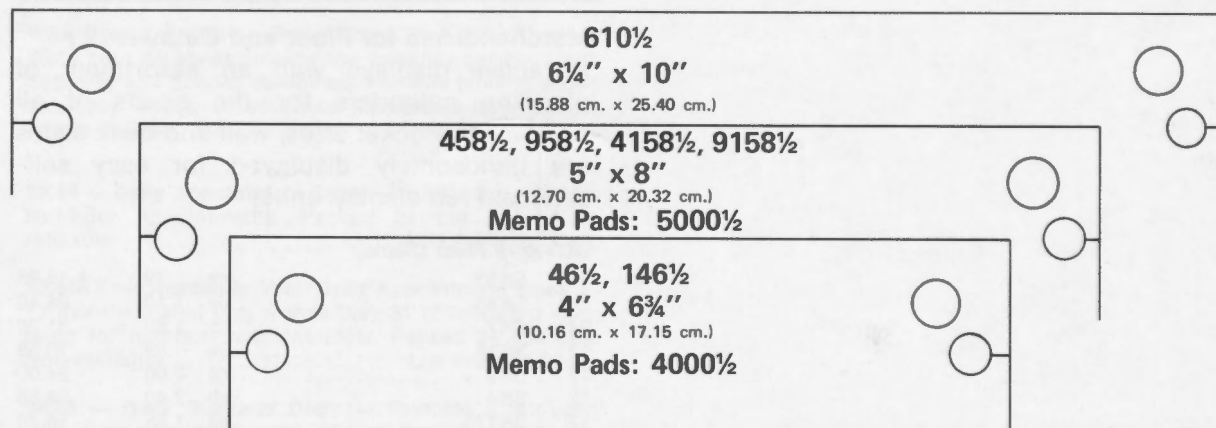
24 . . .SK53	@ .79	\$ 18.96
24 . . .SK48	@ 1.10	26.40
24 . . .SK7	@ 1.30	31.20
12 . . .SK16	@ .89	10.68
12 . . .SK3	@ 2.00	24.00
12 . . .SK4	@ 2.40	28.80
12 . . .SK173	@ 1.35	16.20
12 . . .SK174	@ 1.85	22.20
12 . . .W40	@ .85	10.20
12 . . .SK44	@ 1.95	23.40
6 . . .SK46	@ 1.95	11.70

Total List Price \$ 223.74



EVER READY Refill Punching Diagrams

To find correct Refill Style No., place a page from your present calendar over matching punching diagram. Style No. is shown in same area.



REFILLS FIT ALL MAKES OF STANDARD BASES		
Comparative chart shows corresponding Refill No.		
EVER READY	WORK-A-DAY	SUCCESS
958½	W5803M	0085
458½	W5803MH	0485
46½	W460	0064
35½	W350	0053
610½	W610	0610
212½	W120	0012
313½	W345	0345
616½	W160	0016
717½	W170	0017
919½	W190	0019
210	210	0021
S170	S170	0077
WALL CALENDAR REFILLS		
0	0	400
1	1	401
4	4	403



EVER READY CALENDARS

KEITH CLARK, INC.

Union & Division Sts., Sidney, N.Y. 13838 - (607)563-9411

NEW YORK OFFICE: 1450 Broadway, New York, N.Y. 10018

Printed in U.S.A.

1977



The Guilford Line
of appointment and record keeping books

Guilford No.	Item Description	List Price	Eaton No.	Page No.
G100	Day Minder	3.75	77-800	3
G125	Day Minder	6.50	77-801	3
G130	Day Minder	3.95	77-804	3
G150	Day Minder	7.00		3
G160	Day Minder	2.50	80-826	16
G180	Day Minder	2.75	80-900	16
G200	Weekly-Minder	2.50	77-075	4
G205	Weekly Minder	2.75	80-100-05	16
G210	Weekly Minder	2.75	77-100	4
G215	Weekly Minder	5.50	77-250	4
G225AY	Weekly Minder	2.75	77-101	4
G230	Weekly Minder	8.00	77-104	4
G232	Weekly Minder	1.50	77-005	6
G233	Weekly Minder	2.50	77-006	6
G235	Weekly Minder	3.00	77-125	5
G240	Weekly Minder	2.00	77-085	5
G245AY	Weekly Minder	2.50	77-103	5
G250	Weekly Minder	2.50	77-102	5
G255	Weekly Planner	2.75	80-102-05	16
G265	Weekly Minder	1.65	77-045	6
G270	Weekly Minder	3.00	77-054	6
G275	Weekly Minder	3.75	77-541	6
G280	Weekly Minder	4.50	77-128	5
G290	Weekly Minder	1.35	77-035	6
G310	Weekly Planner & Expense Record	3.25		12
G315	Weekly Planner & Expense Record	7.00		12
G350	Weekly Minder	3.00	77-112	12
G400	Monthly Minder	2.75	77-120	8
G420	Monthly Minder	8.00	77-210	8
G440	Monthly Minder	3.50	77-064	8
G450	Monthly-Minder	2.25	77-121	8
G460	Two Year Business Planner	3.75		9
G470	Monthly-Minder	2.00	77-260	9
G475	Monthly Minder	7.50	77-020	9
G500	Professional Appointment Book	2.25		10
G520	Professional Appointment Book	4.50	77-950	10
G525	Appointments	10.00	77-955	10
G530	Weekly Appointment Book	8.00	77-960	10
G535	Weekly Business Planner	3.50	77-875	11
G545	Executive Weekly Minder	7.50		7
G550	Executive Bi-Weekly Minder	3.50		7
G590	Weekly Business Planner	3.50	77-855	11
G595	Weekly Business Planner	3.75		11
G600	Phone-Address Book	3.00	80-011	14
G615	Phone-Address Book	4.75	80-200	14
G620	Phone-Address Book	8.00	80-300	14
G625	Phone-Address Book	6.00		15
G640	Phone-Address Book	2.85	80-201	14
G645	Phone-Address Book	5.00		15
G660	Phone-Address Book	1.75	80-006	14
G705	Travel & Expense Record	1.75	80-012	17
G710	Travel & Expense Record	2.50	80-151	17
G715	Travel & Entertainment Record	3.25		17
G735	Metric Minder	1.00		13
G740	Expense Record	2.00		17
G750	Investments & Income	3.95	80-730	18
G760	Investments & Income	7.00	80-740	18
G770	Guest Register	8.00	80-560	18
G775	Guest Register	5.50	80-170	18
G780	Auto Expense Record Book	1.25		13
G785	Auto Expense Record Book	2.50	80-135	13
G790	Household Budget & Expense Record	2.25	80-120	17
G1000	Wall Planning Calendar	1.75	77-110-10	11
G1018	Wall Planning Calendar	3.00	77-114-10	11

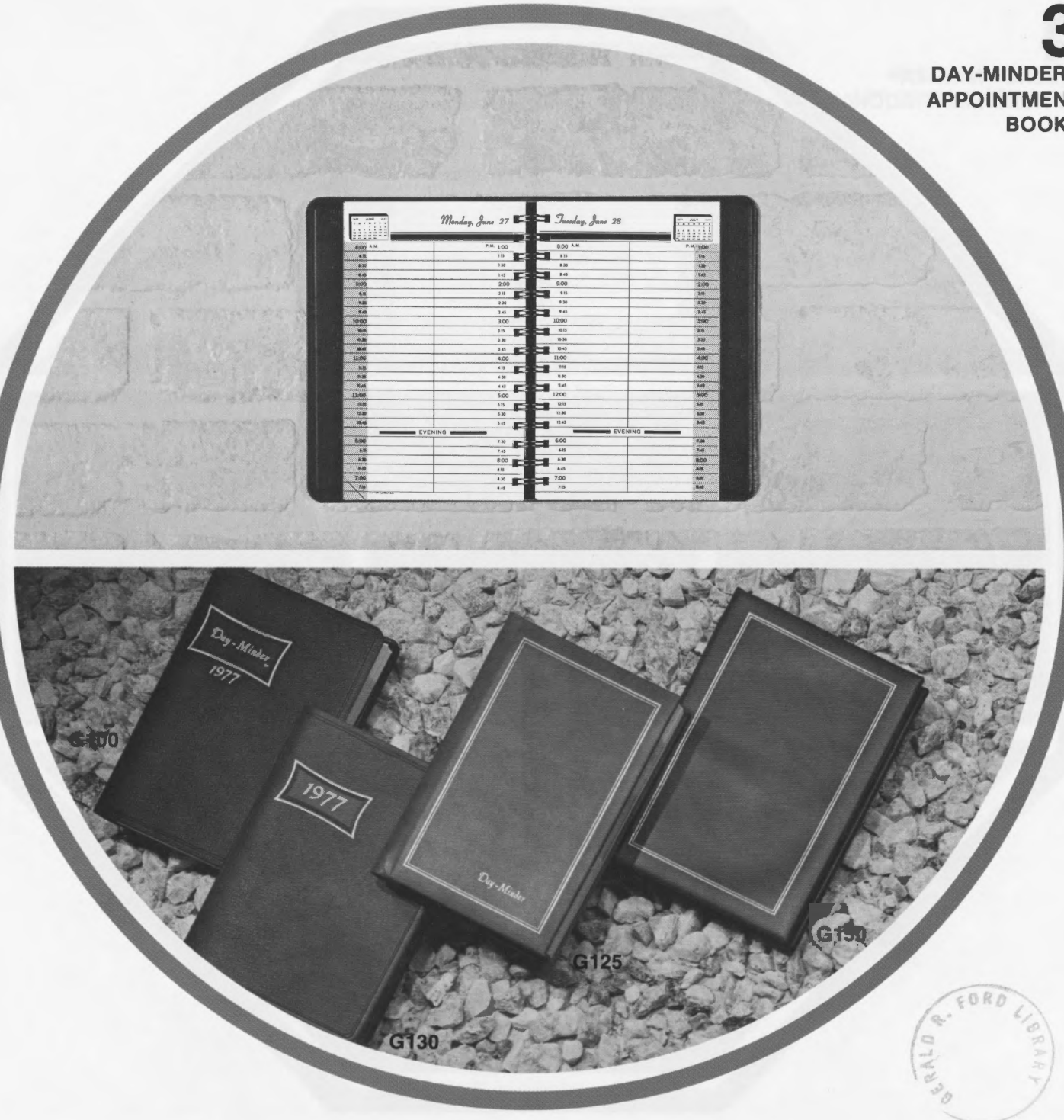
FLOOR & COUNTER DISPLAYS

PA1, PA2	Phone-Address Books	Page 14
MP1, MP2	Master Print Phone-Address Books	Page 15

DCA	Appointment Books & Planning Calendars	Page 19
SIO	Appointment Books & Planning Calendars	Page 19

Guilford Refill Numbers

Guilford Refill Numbers	List Price	Eaton No.
G125R	2.50	
G150R Appointment	2.50	
G150R Telephone	1.75	
G160R	1.50	80-941-10
G180R	1.75	80-940-10
G215 R	2.25	77-930-10
G230R Appointment	1.75	77-990-10
G230R Telephone	1.85	80-991-10
G233R Appointment	1.50	77-904-10
G233R Memo	0.75	80-905-10
G235R	1.75	77-931-10
G255R	1.75	
G270R Appointment	1.50	77-905-20
G270R Memo	0.75	80-905-10
G275R Appointment	1.50	77-905-20
G275R Telephone	1.75	80-909-10
G280R Appointment	1.60	77-991-10
G280R Telephone	1.75	80-994-10
G315R Appointment	1.65	
G315R Telephone	1.85	
G420R Appointment	1.75	77-921-10
G420R Memo	1.50	80-923-10
G440R Appointment	0.75	77-906-10
G440R Telephone	1.75	80-909-10
G440R Memo	0.75	80-905-10
G450R	1.50	
G475R Appointment	1.00	
G475R Complete	3.00	
G525R Appointment	3.00	77-996-10
G525R Telephone	3.50	80-997-10
G530R Appointment	3.00	
G545R Appointment	3.50	
G545R Telephone	1.25	
G550R Appointment	1.50	
G550R Telephone	0.85	
G550R Memo	0.75	
G615R Tabbed	2.00	80-966-10
G615R Untabbed	1.00	80-910-10
G620R Tabbed	2.00	80-966-10
G620R Untabbed	1.00	80-910-10
G710R	1.75	80-976-10
G715R Travel	1.75	80-977-10
G715R Entertainment	1.25	
G760R-1 Securities & Income	1.00	80-983
G760R-2 Summary Gains & Losses	1.00	80-984
G760R-3 Government Bonds	1.00	80-985
G760R-4 Summary of Income	1.00	80-986
G760R-5 Complete Refill	4.25	80-740-10
G770R	2.75	80-960-10



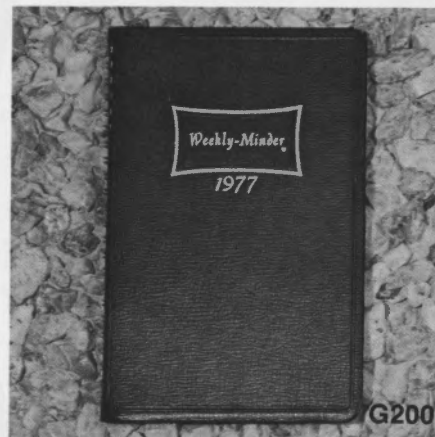
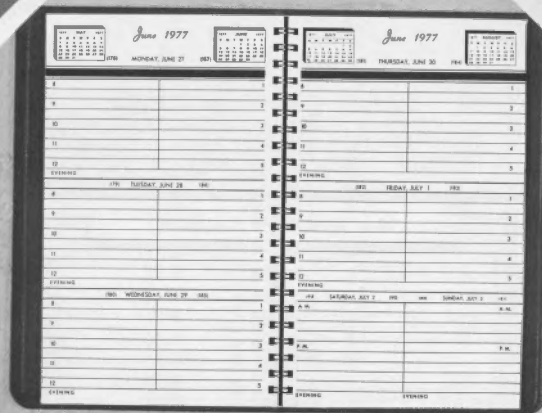
Day-Minder™ Appointment Books — Page size 4 7/8" x 8" (12.38 cm. x 20.32 cm.) These books provide quarter hour appointment schedules from 8:00 a.m. to 8:45 p.m., on a separate page for each weekday, Saturdays and Sundays combined.

G100 — Wire bound in grained, simulated leather covers of Black, Blue, Maroon or Saddle. Display box of six, in assorted colors. Non-refillable. **List Price \$3.75 ea.**

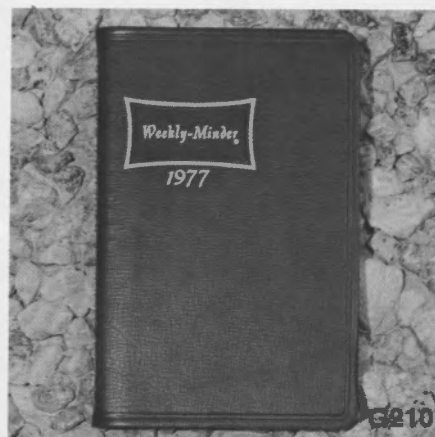
G125 — Gold tooled, smooth finish, padded simulated leather covers of Black, Brown, Green or Red. Wire bound with telephone/address section. Individually boxed. Non-refillable. **List Price \$6.50 ea.**

G130 — Similar to G100, with additional tab-indexed telephone/address section. Grained, simulated leather covers of Black, Blue, Maroon or Saddle. Display box of six, in assorted colors. Non-refillable. **List Price \$3.95 ea.**

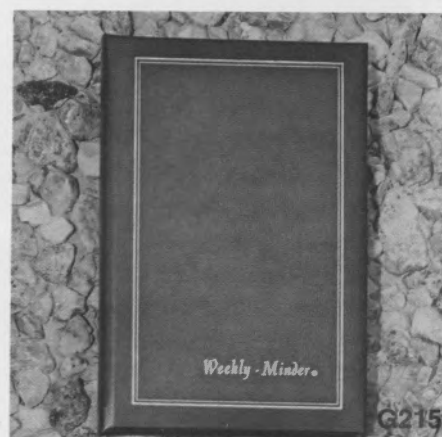
G150 — Deluxe, heavy gauge, gold tooled, padded vinyl covers with the added feature of sturdy multi-ring binding. Tab-indexed telephone/address section included. Covers of Black, Brown, Maroon or Saddle. Individually boxed. Refillable. **List Price—Complete \$7.00 ea. Refills: G150R—Appt. Sec. \$2.50 ea.; G150R—Tel./Add. Sec. \$1.75 ea.**



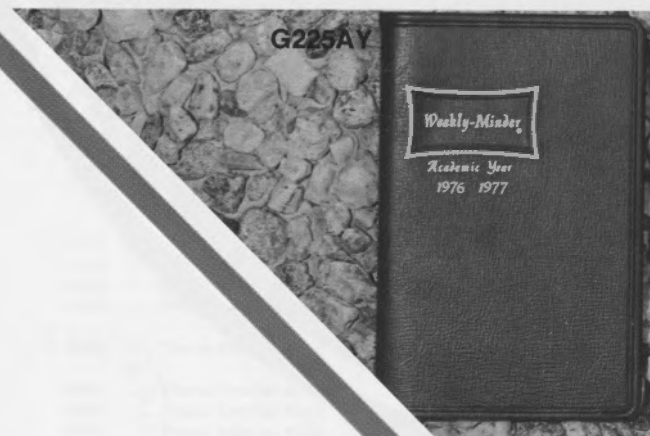
G200



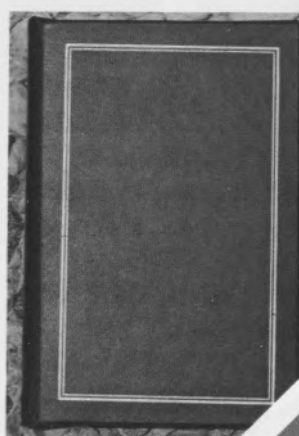
G210



G215



G225AY



G230

Weekly-Minder® Books — Page size 4 7/8" x 8" (12.38 cm. x 20.32 cm.) These appointment books show a full week across two pages with an hourly appointment schedule for each day, plus calendar blocks for past, present and two future months.

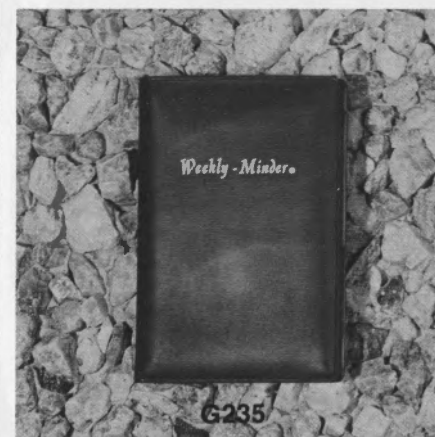
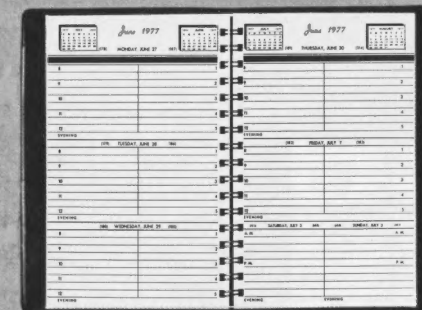
G200 — Wire bound in grained, simulated leather covers of Black, Blue, Maroon or Saddle. Display box of twelve, in assorted colors. Non-refillable **List Price \$2.50 ea.**

G210 — Similar to G200, with tab-indexed telephone/address section. Grained, simulated leather covers of Black, Blue, Maroon or Saddle. Display box of twelve books in assorted colors. Non-refillable **List Price \$2.75 ea.**

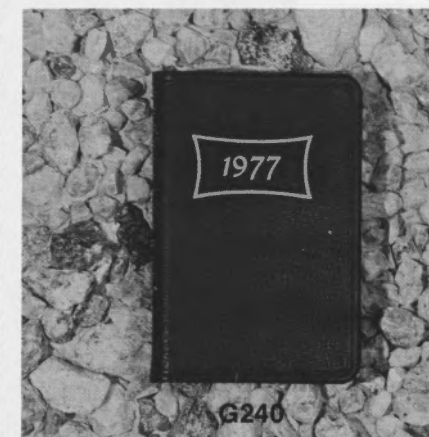
G215 — Deluxe, padded, smooth finish, gold tooled, simulated leather covers of Black, Brown, Green or Red. Wire bound, with tab-indexed telephone/address section. Individually boxed. Refillable **List Price—Complete \$5.50 ea. Refills: G215R \$2.25 ea.**

G225AY — **The Academic Year Version** of the G210. Specifically designed for students and administrators in the educational field. Dated July 1 through August 31 — 14 months. Telephone/address section included. Grained, simulated leather covers of Black, Blue, Maroon or Saddle. Display box of twelve, in assorted colors. Non-refillable **List Price \$2.75 ea.**

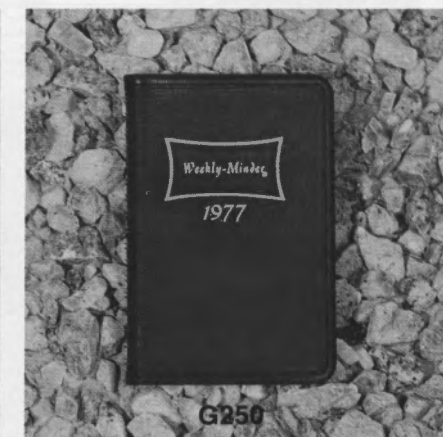
G230 — This deluxe version features separate appointment and tab-indexed telephone/address sections. Gold tooled, simulated leather covers of Black, Brown, Green or Red. Individually boxed. Refillable **List Price—Complete \$8.00 ea. Refills: G230R—Appt. Sec. \$1.75 ea.; G230R—Tel./Add. Sec. \$1.85 ea.**



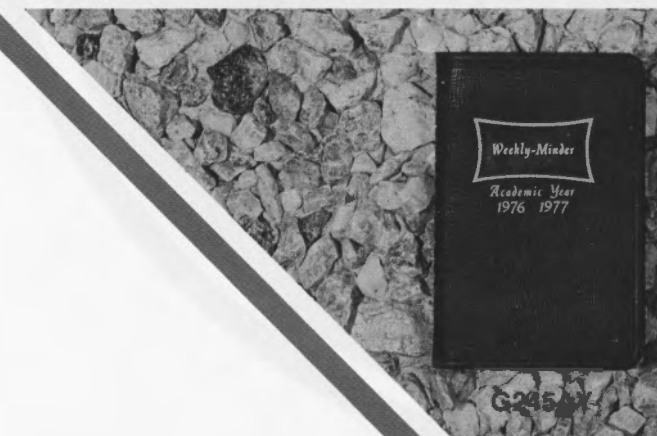
G235



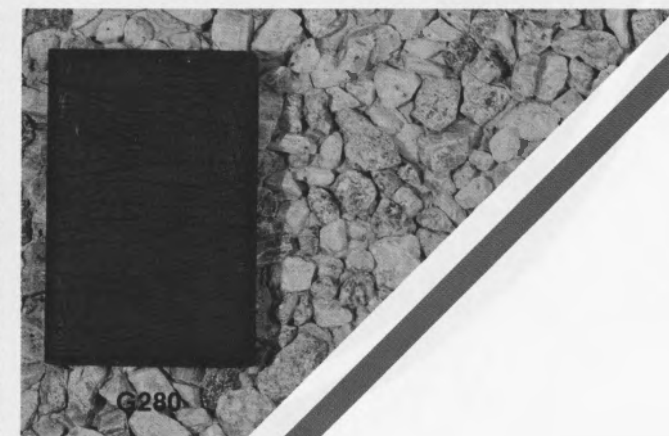
G240



G250



G245AY



G280

Weekly-Minder® Books — Page size 3 3/4" x 6" (9.53 cm. x 15.24 cm.) These books show a full week across two pages with an hourly appointment schedule for each day, plus calendar blocks for past, present and two future months.

G235 — Covers of Black, Brown or Saddle vinyl with pockets on inside cover for storage of notes, tickets, etc. Wire bound, includes tab-indexed telephone/address section. Display box of twelve, in assorted colors. Refillable **List Price—Complete \$3.00 ea. Refills: G235R \$1.75 ea.**

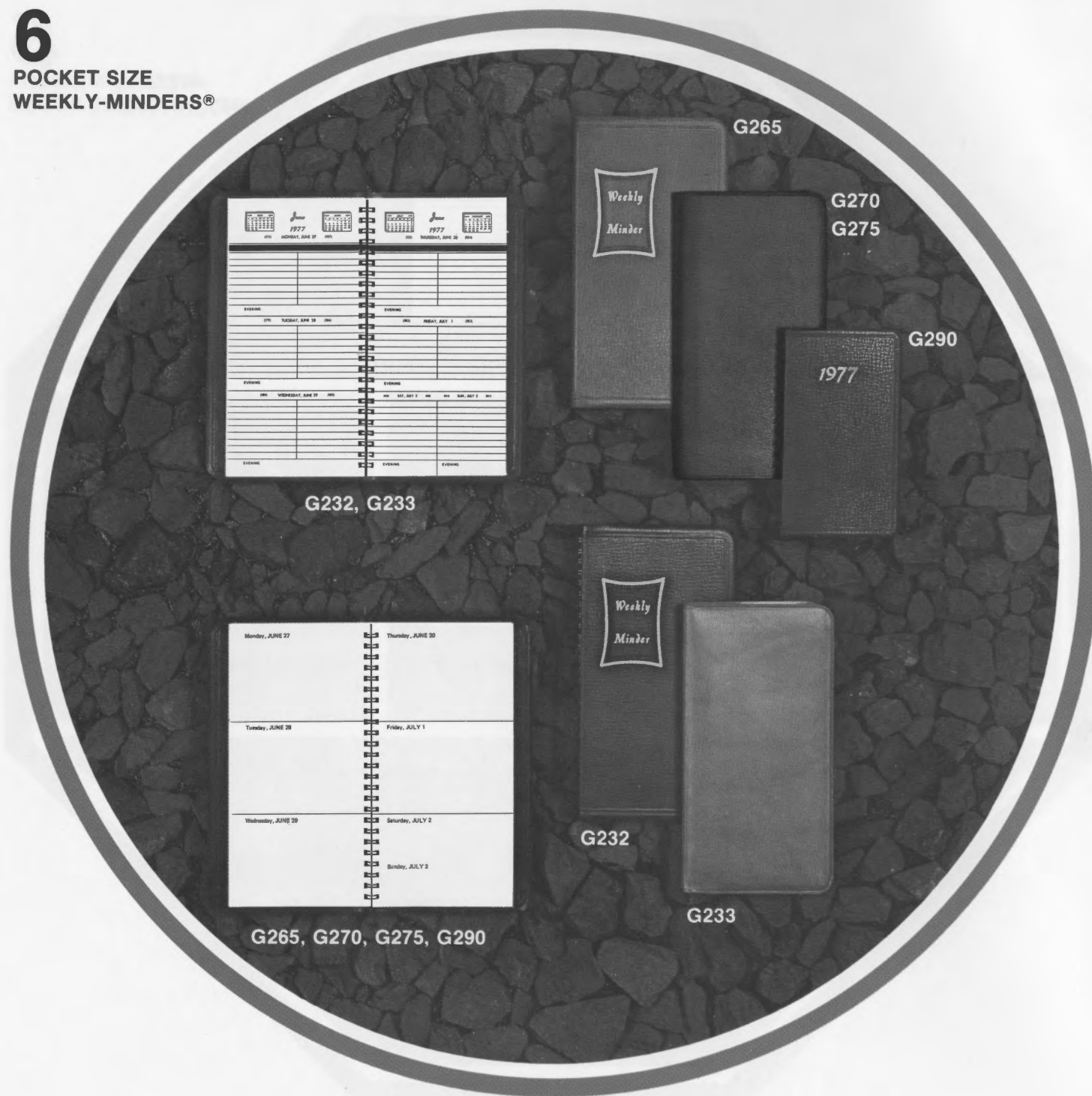
G240 — Wire bound in grained, simulated leather covers of Black, Blue, Maroon or Saddle. Telephone/address section included. Display box of twelve, in assorted colors. Non-refillable **List Price \$2.00 ea.**

G245AY — **The Academic Year Version** of the G240, includes telephone/address section and is dated for 14 months, July 1 through August 31. Grained, simulated leather covers of Black, Blue, Maroon or Saddle. Display box of twelve, in assorted colors. Non-refillable **List Price \$2.50 ea.**

G250 — Similar to G240, with tab-indexed telephone/address section. Grained, simulated leather covers of Black, Blue, Maroon or Saddle. Display box of twelve, in assorted colors. Non-refillable **List Price \$2.50 ea.**

G280 — This deluxe version contains separate, refillable, wire bound appointment section and tab-indexed telephone/address section. Inside cover features storage pockets for memos, tickets, etc. Attractive vinyl covers in Australian Antelope, Black, Camel, Mesa Mahogany or Walnut. Individually boxed. Refillable **List Price—Complete \$4.50 ea. Refills: G280R—Appt. Sec. \$1.60 ea.; G280R—Tel./Add. Sec. \$1.75 ea.**

6

POCKET SIZE
WEEKLY-MINDERS®

G232, G233

G265, G270, G275, G290

G232

G233

G265

G270
G275

G290

G232 — Weekly-Minder® — Page size 3¼" x 6½" (8.26 cm. x 16.51 cm.) Provides two pages for each week, an hourly appointment schedule, and calendar blocks for past, present and two future months on each spread. Wire bound in grained, simulated leather covers of Black, Blue, Maroon or Saddle. Display box of twelve, in assorted colors. Non-refillable **List Price \$1.50 ea.**

G233 — Weekly-Minder® — Page size 3" x 6½" (7.62 cm. x 16.19 cm.) Same page format as G232, but features separate appointment and memo pad sections. Inside front cover has storage pocket to carry notes, tickets, etc. Attractive heavy gauge vinyl covers in Black, Brown or Saddle. Display box of twelve, in assorted colors. Refillable **List Price—Complete \$2.50 ea. Refills: G233R—Appt. Sec. \$1.50 ea.; G233R—Memo (Pkg. of 3) \$.75 ea. pkg.**

G265 — Weekly-Minder® — Page size 3¼" x 6½" (8.26 cm. x 16.51 cm.) Features two pages for each week and large writing spaces for daily notes. Wire bound in grained, simulated leather covers of Black, Blue, Maroon or Saddle. Display box of twelve, in assorted colors. Non-refillable **List Price \$1.65 ea.**

G270 — Weekly-Minder® — Page size 3" x 6½" (7.62 cm. x 16.19 cm.) Same page format as G265, but unit features separate appointment and memo pad sections. Vinyl covers of Black, Brown or Saddle provide pockets on the inside cover for storage of notes, tickets, etc. Display box of twelve, in assorted colors. Refillable **List Price—Complete \$3.00 ea. Refills: G270R—Appt. Sec. \$1.50 ea.; G270R—Memo (Pkg. of 3) \$.75 ea. pkg.**

G275 — Weekly-Minder® — Page size 3" x 6½" (7.62 cm. x 16.19 cm.) Similar to G270, with separate memo section and tab-indexed telephone/address section. Heavy gauge vinyl covers of Black, Brown or Saddle. Display box of twelve in assorted colors. Refillable **List Price—Complete \$3.75 ea. Refills: G275R—Appt. Sec. \$1.50 ea.; G275R—Tel./Add. Sec. \$1.75 ea.**

G290 — Weekly-Minder® — Page size 2½" x 4½" (6.35 cm. x 11.43 cm.) Same page format as G270, but a slightly smaller size. Wire bound in grained, simulated leather covers of Black, Blue, Maroon or Saddle. Display box of twelve, in assorted colors. Non-refillable **List Price \$1.35 ea.**

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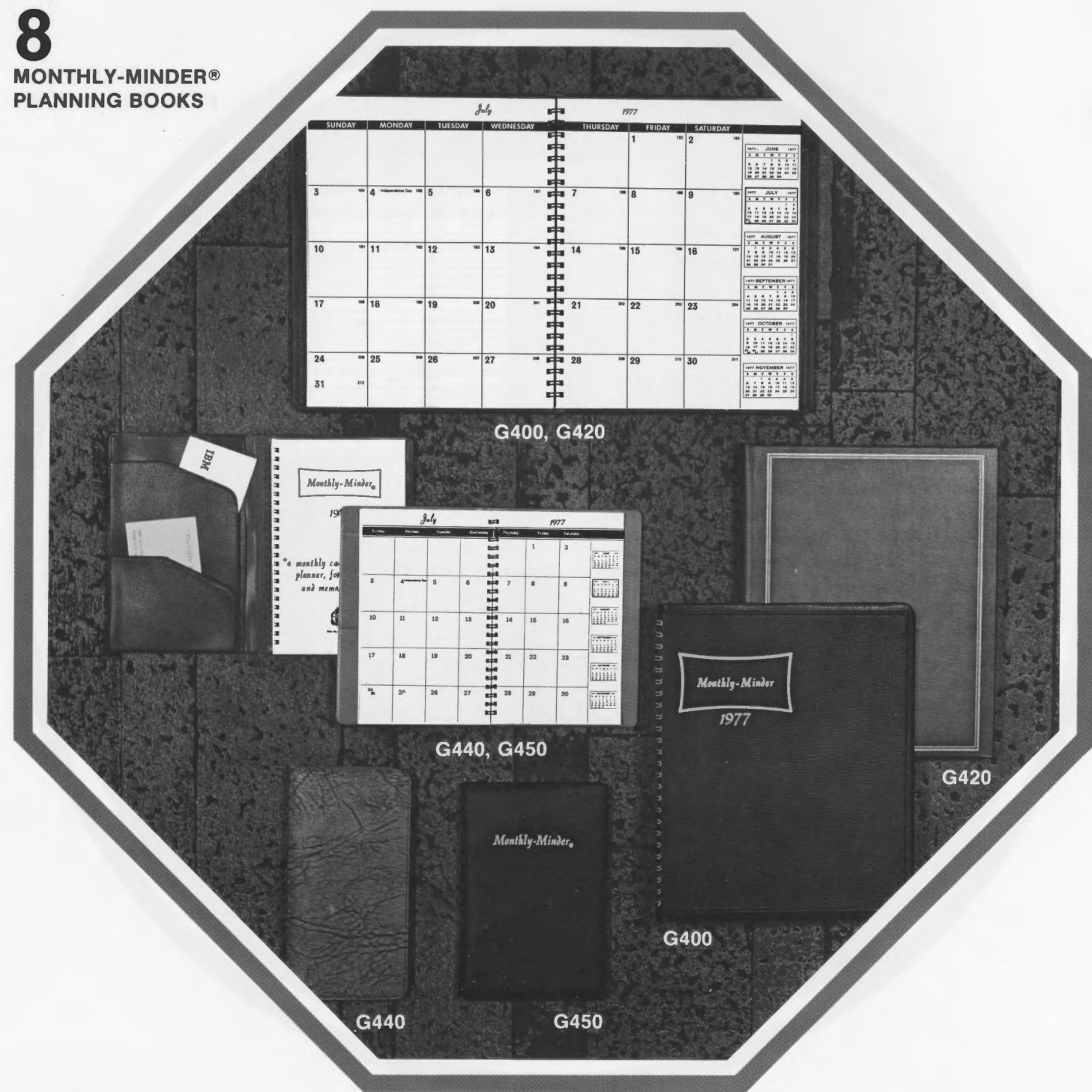
WEEKLY-MINDER®
BI-WEEKLY MINDER

G545

G550

G545 — Executive Weekly-Minder® — Page size 6¾" x 8¾" (17.15 cm. x 22.23 cm.) A large, weekly calendar spread across two pages, tabbed by month. Included also, are monthly expense records, informational pages, record of Securities and Income, Summary Gains and Losses, Government Bonds, Summary of Income and others. Additional features are separate telephone/address book, three convenient storage pockets, two inside front cover and one inside back cover, plus bookmark. Covers in padded vinyl of Black, Saddle, Sand and Walnut. Individually boxed. Refillable **List Price—Complete \$7.50 ea. Refills: G545R—Appt. Sec. \$3.50 ea.; G545R—Tel./Add. Sec. \$1.25 ea.**

G550 — Executive Bi-Weekly Minder — Page size 3½" x 6½" (8.89 cm. x 16.51 cm.) A pocket planner featuring one week per page with a separate telephone/address section which is removable, for permanent record, plus a convenient tear-off memo pad. Additional future planning and information pages included. Wire bound, vinyl jackets of Black, Saddle, Sand or Walnut. Individually boxed. Refillable **List Price—Complete \$3.50 ea. Refills: G550R—Appt. Sec. \$1.50 ea.; G550R—Tel./Add. Sec. \$.85 ea.; G550R—Memo (Pkg. of 3) \$.75 ea. pkg.**



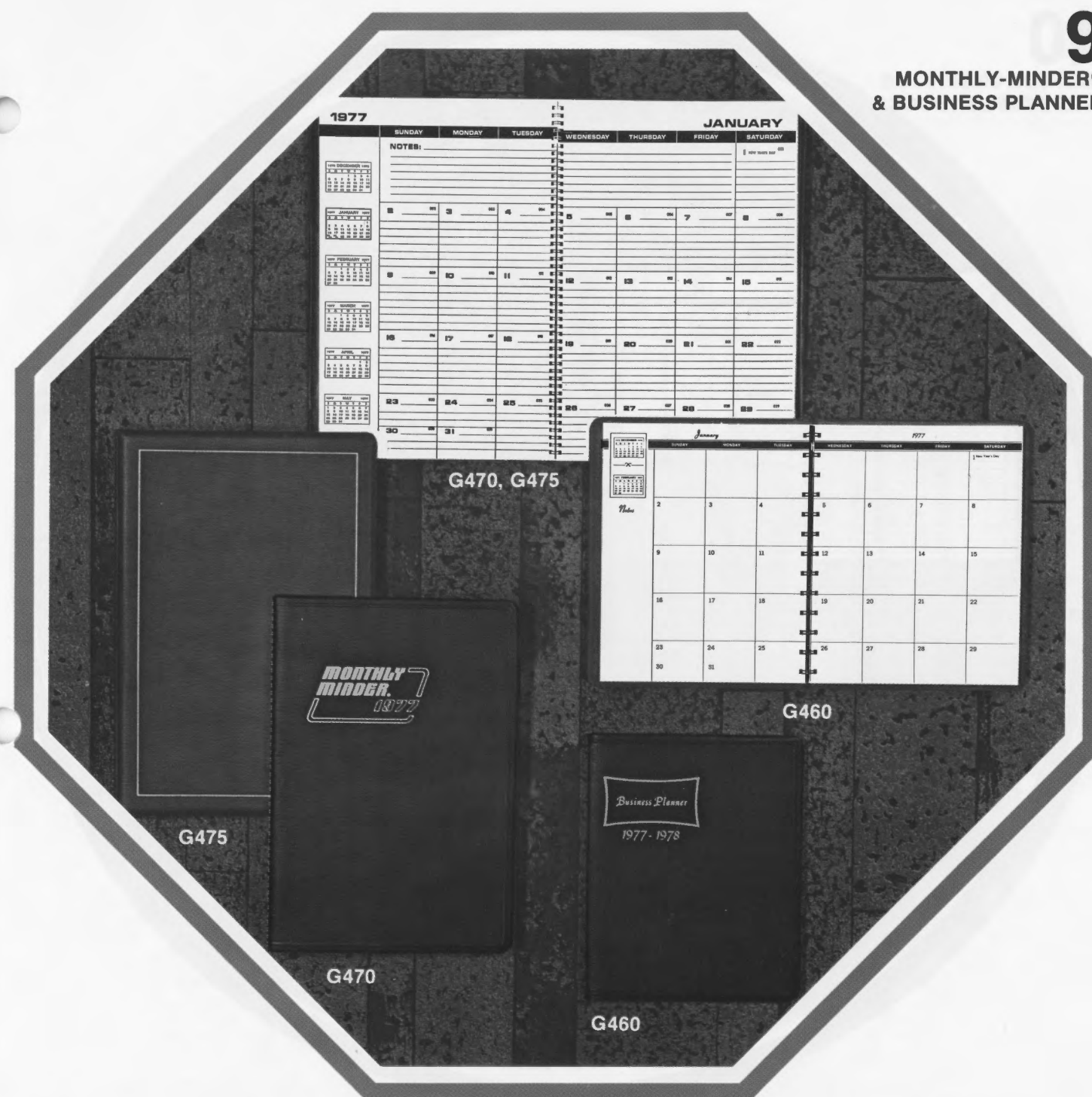
Monthly-Minder® Books — Feature a full month across two pages and calendar blocks for the past, present and four future months.

G400 — Page size 7" x 8¾" (17.78 cm. x 22.23 cm.) Wire bound and includes a 40 page perforated memo section. Grained, simulated leather covers in Black, Blue, Maroon or Saddle. Display box of twelve, in assorted colors. Non-refillable **List Price \$2.75 ea.**

G420 — Page size 7" x 8¾" (17.78 cm. x 22.23 cm.) This deluxe version features a gold tooled, smooth finish, padded cover of simulated leather in Black, Brown, Green or Red. Includes a separate wire bound calendar and 40 page perforated memo section. Individually boxed. Refillable **List Price—Complete \$8.00 ea. Refills: G420R—Appt. Sec. \$1.75 ea.; G420R—Memo Sec. \$1.50 ea.**

G440 — Page size 3½" x 6" (8.42 cm. x 16.19 cm.) A slimmer pocket size, includes tabbed phone index and memo pad. Vinyl covers in Australian Antelope, Black, Camel, Mesa Mahogany or Walnut. Packed twelve assorted colors per display box. Refillable **List Price—Complete \$3.50 ea. Refills: G440R—Appt. Sec. \$.75 ea.; G440R—Tel. Sec. \$1.75 ea.; G440R—Memo (Pkg. of 3) \$.75 ea. pkg.**

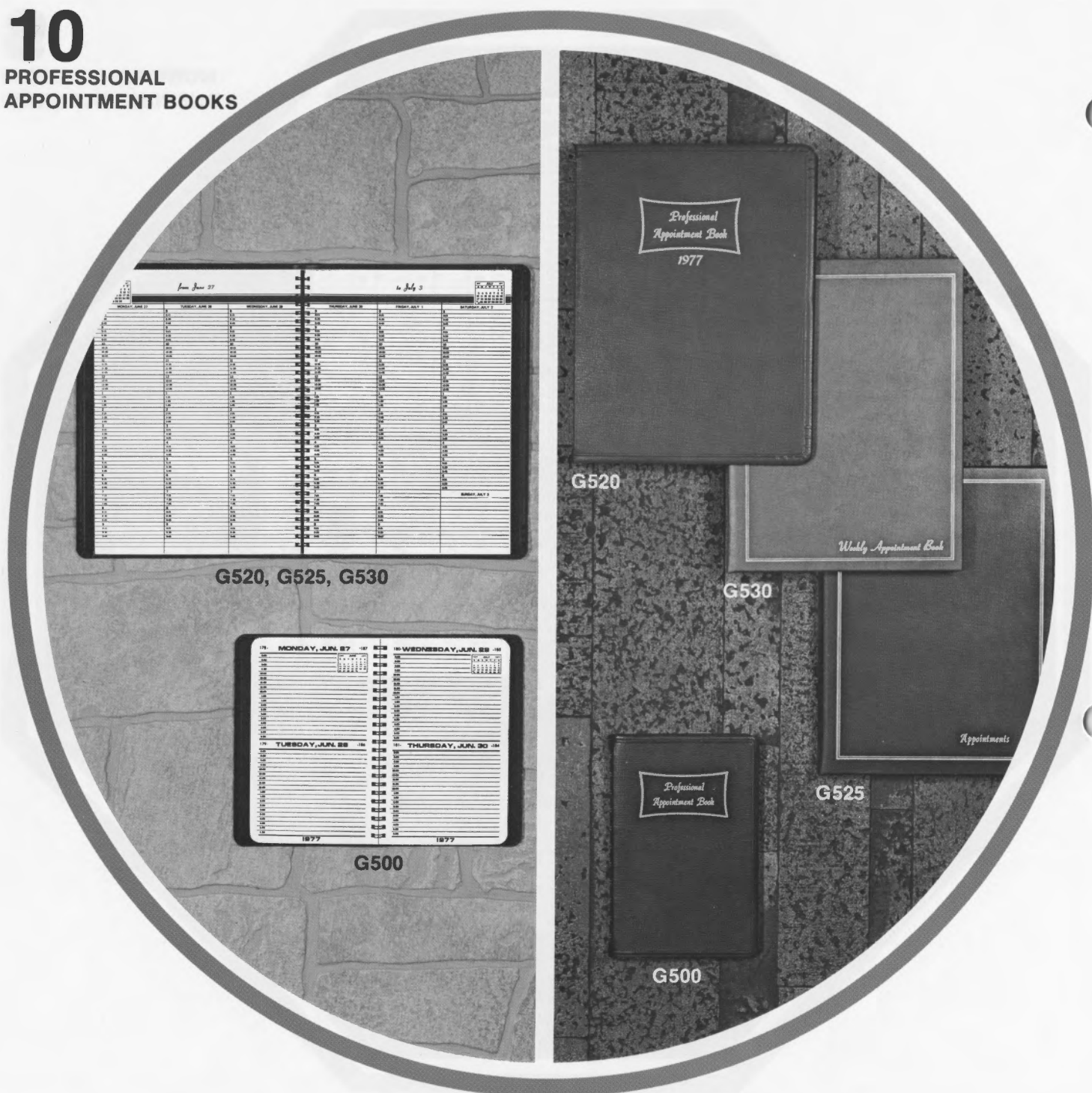
G450 — Page size 3¼" x 6½" (9.53 cm. x 15.56 cm.) Pocket size, wire bound book with vinyl covers in Black, Brown, Maroon or Saddle. Display box of twelve, in assorted colors. Refillable **List Price—Complete \$2.25 ea. Refills: G450R \$1.50 ea.**



G460 — Two Year Business Planner — Page size 7" x 8¾" (17.78 cm. x 22.23 cm.) Each monthly spread shows calendar blocks for past month and future month. 40 page memo section included. Wire bound, in grained, simulated leather covers of Black, Blue, Maroon or Saddle. Display box of twelve, in assorted colors. Non-refillable **List Price \$3.75 ea.**

G470 — Monthly-Minder® — Page size 8" x 12" (20.32 cm. x 30.48 cm.) Fourteen month planner, December thru January, wire bound in linen texture covers of Black, Brown or Red. Display box of twelve, in assorted colors. Non-refillable **List Price \$2.00 ea.**

G475 — Monthly-Minder® — Page size 8" x 12" (20.32 cm. x 30.48 cm.) Deluxe, fourteen month planner, December through January, bound in heavy gauge padded vinyl covers of Black, Brown, Maroon or Saddle. Multi-ring binding. Contains 26 page tabbed telephone/address section and a 40 page perforated memo section. Individually boxed. Refillable **List Price—Complete \$7.50 ea. Refills: G475R—Appt. Sec. Only \$1.00 ea.; G475R—Complete 3 Sections \$3.00 ea.**

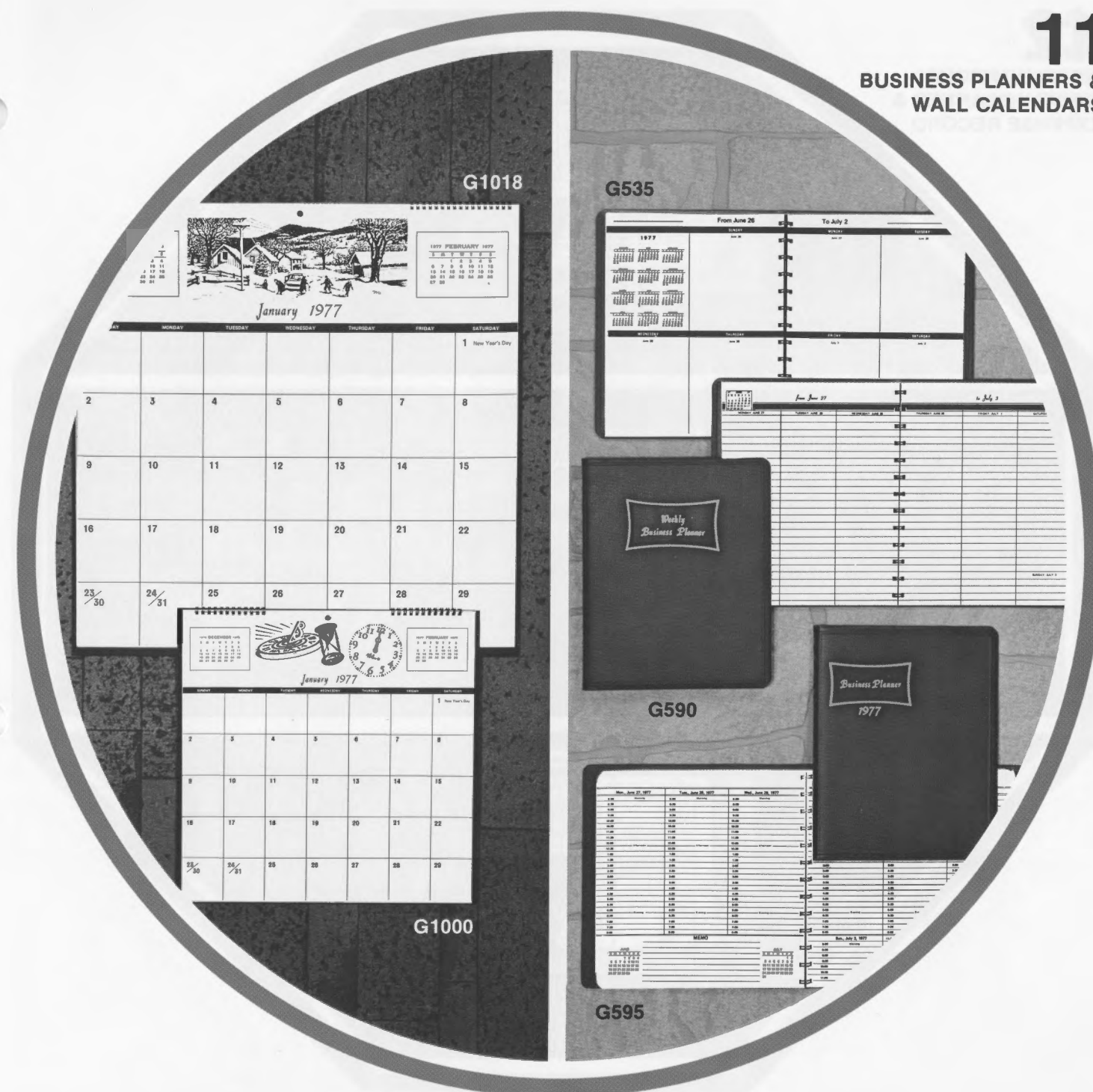


G500 — Professional Appointment Book — Page size 5" x 8" (12.70 cm. x 20.32 cm.) Features two days per page. Provides 30 minute appointment schedule, from 8:00 a.m. to 5:30 p.m. Wire bound, in grained, simulated leather covers of Black, Blue, Maroon or Saddle. Display box of twelve, in assorted colors. Non-refillable **List Price \$2.25 ea.**

G520 — Professional Appointment Book — Page size 8" x 11" (20.32 cm. x 27.94 cm.) Provides 15 minute daily schedule from 8:00 a.m. to 9:45 p.m. Wire bound in grained, simulated leather covers of Black, Blue, Maroon or Saddle. Display box of twelve, in assorted colors. Non-refillable **List Price \$4.50 ea.**

G525 — Appointments — Page size 8" x 11" (20.32 cm. x 27.94 cm.) Similar to G520, but with additional tab-indexed telephone/address section. Deluxe, padded, simulated leather covers of Black, Brown, Green or Red. Wire bound, individually boxed. Refillable **List Price—Complete \$10.00 ea. Refills: G525R—Appt. Sec. \$3.00 ea.; G525R—Tel./Add. \$3.50 ea.**

G530 — Weekly Appointment Book — Page size 8" x 11" (20.32 cm. x 27.94 cm.) Same filler as G520, but bound in deluxe, gold tooled, smooth finish, padded simulated leather covers of Black, Brown, Green or Red. Wire bound. Individually boxed. Refillable **List Price—Complete \$8.00 Refills: G530R \$3.00 ea.**



G535 — Weekly Business Planner — Page size 7" x 8¾" (17.78 cm. x 22.23 cm.) A full week across two pages, with large, open writing spaces for daily notes. Complete yearly calendar block in upper left corner of each weekly spread for convenient reference. Wire bound in grained, simulated leather covers of Black, Blue, Maroon or Saddle. Display box of twelve, in assorted colors. Non-refillable **List Price \$3.50 ea.**

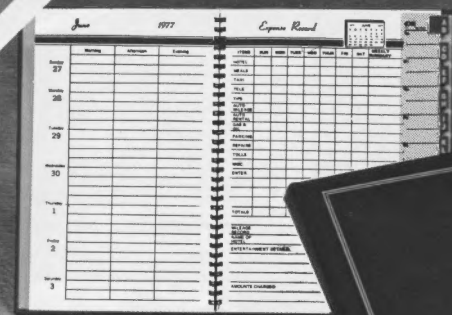
G590 — Weekly Business Planner — Page size 7" x 8¾" (17.78 cm. x 22.23 cm.) One full week across two pages, ruled, with calendar blocks for current and one future month. Wire bound in grained, simulated leather covers of Black, Blue, Maroon or Saddle. Display box of twelve units in assorted colors. Non-refillable **List Price \$3.50 ea.**

G595 — Business Planner — Page size 8" x 8½" (20.32 cm. x 21.59 cm.) One week per double page spread, plus current and future month reference calendar blocks and handy memo space. Features half-hourly appointment schedule, from 8 a.m. to 8 p.m. Wire bound in grained, simulated leather covers of Black, Blue, Brown or Saddle. Display box of twelve, in assorted colors. Non-refillable **List Price \$3.75 ea.**

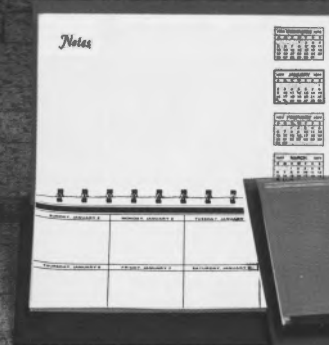
G1000 — Wall Planning Calendar — Page size 12" x 12" (30.48 cm. x 30.48 cm.) Features a full month on each page with one past and one future month reference calendar block, and large, open squares for each day's notes. At the top of each page are decorative "Americana" woodcut scenes. Wire bound so pages can be easily turned over and saved. Display box of twelve individually film wrapped units **List Price \$1.75 ea.**

G1018 — Wall Planning Calendar — Page size 18" x 18" (45.72 cm. x 45.72 cm.) Attractive "Americana" woodcut scenes decorate each page of this larger version of the G1000, which is also wire bound. Display box of twelve individually film wrapped units **List Price \$3.00 ea.**

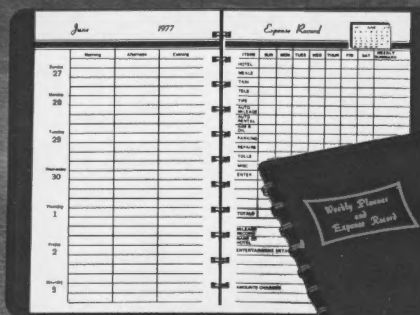
12

**WEEKLY-MINDER®
WEEKLY PLANNER &
EXPENSE RECORD**


G315



G350



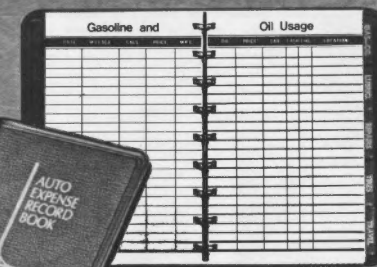
G310

G310 — Combination Weekly Planner and Expense Record Book — Page size 4 $\frac{1}{8}$ " x 8" (12.38 cm. x 20.32 cm.) Left hand pages for appointments and right hand pages for expense record. Grained, simulated leather covers of Black, Blue, Maroon or Saddle. Telephone/address section included. Wire bound. Display box of twelve, in assorted colors. Non-refillable **List Price \$3.25 ea.**

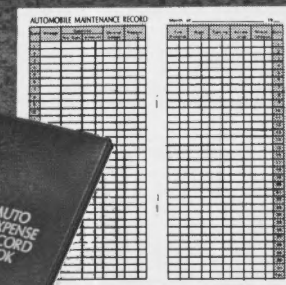
G315 — Combination Weekly Planner and Expense Record Book — Page size 4 $\frac{1}{8}$ " x 8" (12.38 cm. x 20.32 cm.) Similar to G310 but includes tab-indexed telephone/address section. Deluxe padded, smooth finish, gold tooled, simulated leather covers in Black, Brown, Green and Red. Wire bound. Individually boxed. Refillable **List Price—Complete \$7.00 ea. Refills: G315R—Appt. Sec. \$1.65 ea.; G315R—Tel./Add. Sec. \$1.85 ea.**

G350 — Weekly-Minder® — Page size 8" x 5" (20.32 cm. x 12.70 cm.) Each open spread provides a full week of appointments and notes, with an additional "memo" block and four monthly calendar blocks for past, present and two future months. Wire bound, in linen texture top covers in Red only, with embossed border and year date panel. Bottom cover of Black simulated leather. Display box of six. Non-refillable **List Price \$3.00 ea.**

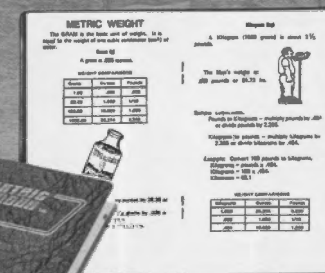
13

**AUTO EXPENSE
& METRIC MINDER™**


G785



G780

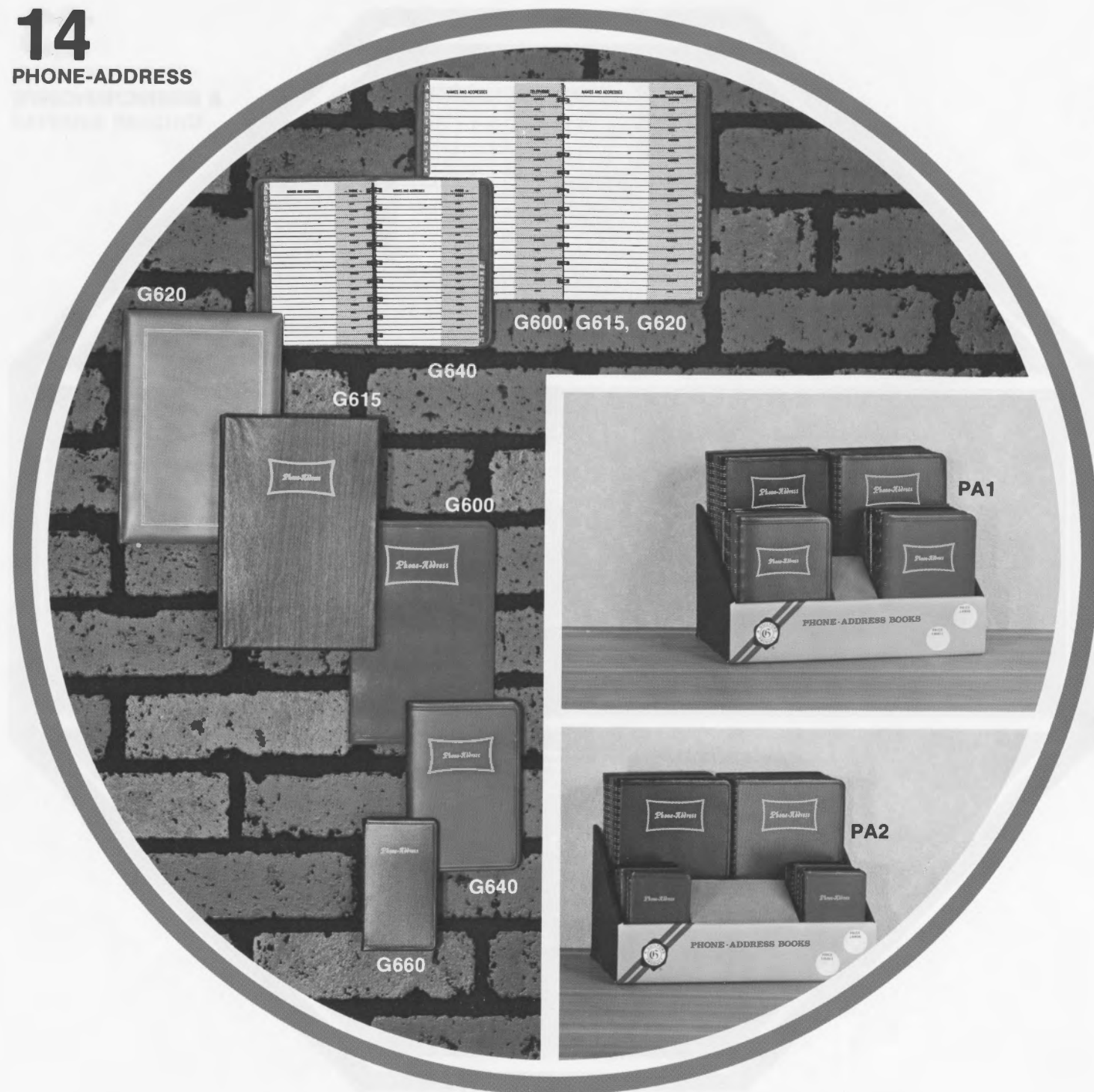


G735

G735 — Metric Minder™ — Page size 3 $\frac{1}{4}$ " x 6 $\frac{1}{4}$ " (9.21 cm. x 15.88 cm.) Gives a brief history of the metric system, explains how it works, and provides useful conversion information on length, volume (both solid and liquid), weight and temperature. Saddle stitched filler. Vinyl covers with storage pockets. Available in Black, Camel or Maroon. Display box of twenty-four, in assorted colors. Non-refillable **List Price \$1.00 ea.**

G780 — Auto Expense Record Book — Page size 3 $\frac{1}{4}$ " x 6 $\frac{1}{4}$ " (8.26 cm. x 17.15 cm.) A saddle stitched record book for all expenses involved in auto travel. Covers of attractive vinyl in colors Australian Antelope, Black, Camel, Gold Suede or Walnut. Display box of twenty-four books, in assorted colors. Non-refillable **List Price \$1.25 ea.**

G785 — Auto Expense Record Book — Page size 3 $\frac{1}{4}$ " x 6" (9.53 cm. x 15.24 cm.) Features five tabbed sections covering gas and oil usage, lubrication schedule, repairs and parts, tire wear and travel log. Wire bound in grained, simulated leather covers of Black, Blue, Maroon or Saddle. Display box of twelve, in assorted colors. Non-refillable **List Price \$2.50 ea.**



G600 — Phone-Address Book — Page size 4 $\frac{7}{8}$ " x 8" (12.38 cm. x 20.32 cm.) Tab-indexed. Wire bound in smooth, simulated leather covers of Black, Brown, Green or Red. Display box of twelve, in assorted colors. Non-refillable **List Price \$3.00 ea.**

G615 — Phone-Address Book — Page size 4 $\frac{7}{8}$ " x 8" (12.38 cm. x 20.32 cm.) Tab-indexed. Multi-ring bound, in vinyl covers of Australian Antelope, Black, Camel, Mesa Mahogany & Walnut. Individually boxed. Refillable **List Price—Complete \$4.75 ea. Refills: G615R—Tabbed \$2.00 ea; G615R—Untabbed \$1.00 ea.**

G620 — Phone-Address Book — Page size 4 $\frac{7}{8}$ " x 8" (12.38 cm. x 20.32 cm.) Tab-indexed. Deluxe, padded vinyl covers in Black, Brown, Maroon or Saddle. Multi-ring bound. Individually boxed. Refillable **List Price—Complete \$8.00 ea. Refills: G620R—Tabbed \$2.00 ea.; G620R—Untabbed \$1.00 ea.**

G640 — Phone-Address Book — Page size 3 $\frac{3}{4}$ " x 6" (9.53 cm. x 15.24 cm.) Tab-indexed. Wire bound in smooth, simulated leather covers of Black, Brown, Green or Red. Display box of twelve, in assorted colors. Non-refillable **List Price \$2.85 ea.**

G660 — Phone-Address Book — Page size 2 $\frac{1}{4}$ " x 4 $\frac{1}{2}$ " (5.72 cm. x 11.43 cm.) Tab-indexed. Wire bound in smooth, simulated leather covers of Black, Brown, Green or Red. Display box of twelve, in assorted colors. Non-refillable **List Price \$1.75 ea.**

PA1 — Counter Display Assortment — Attractive display box contains 18 G600 and 12 G640 Phone-Address books, assorted colors, as described above **Total Retail Value \$88.20**

PA2 — Counter Display Assortment — Display box with 18 G600 and 18 G660 Phone-Address books, in assorted colors, as described above. **Total Retail Value \$85.50**



G625 — Master Print Telephone/Address Book — Page size 4 $\frac{7}{8}$ " x 8" (12.38 cm. x 20.32 cm.) with tabbed index. Available in an assortment of covers with attractive full color reproductions mounted within gold tooled borders. Simulated leather in colors of Black, Blue, Brown and Green, and linen texture in colors of Blue, Gold, Green and Wine. Wire bound. Individually gift boxed. Sold only in lots of 12, in assorted colors **List Price \$6.00 ea.**

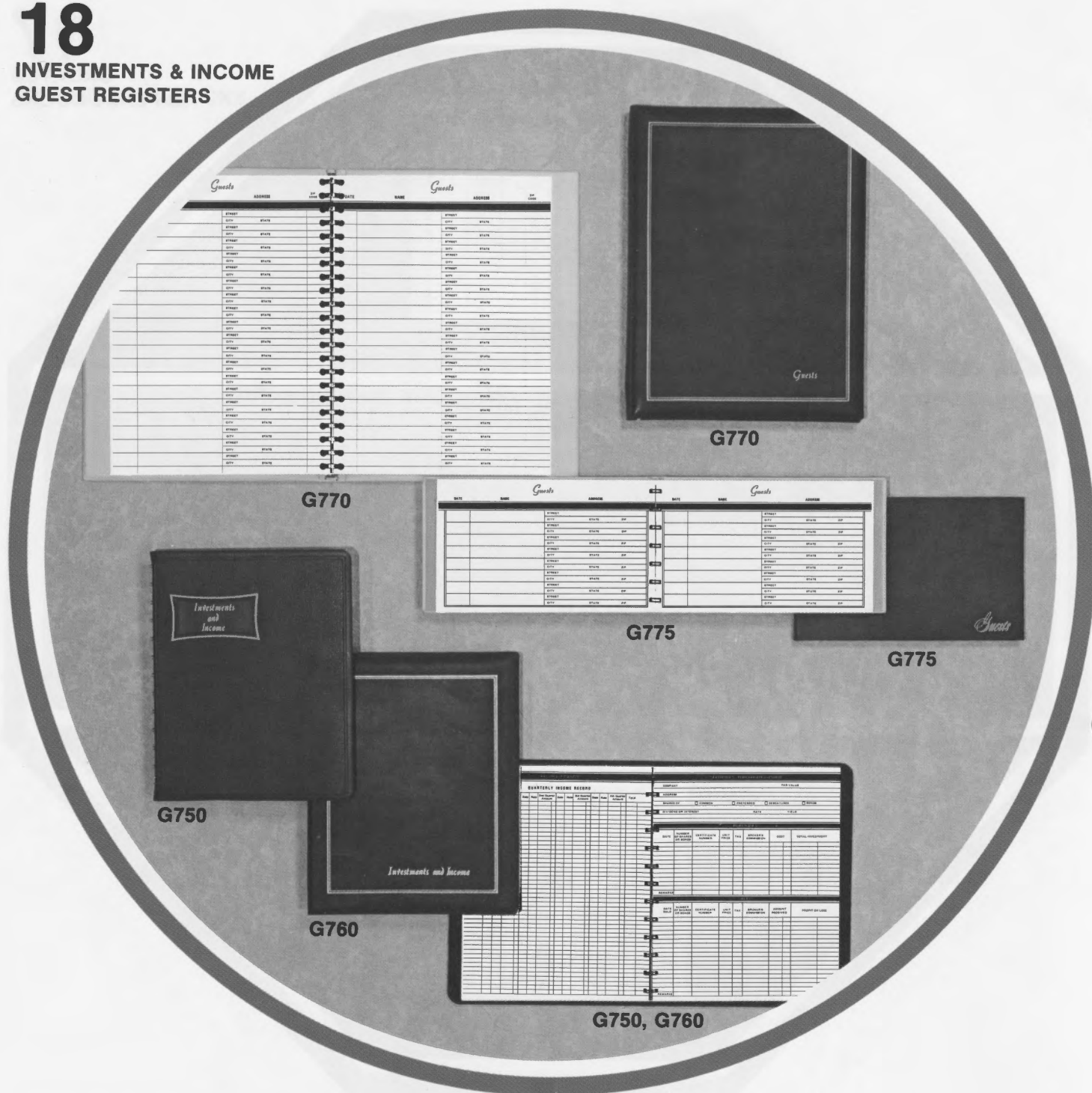
G645 — Master Print Telephone/Address Book — Page size 3 $\frac{3}{16}$ " x 6" (9.06 cm. x 15.24 cm.) with tabbed index. A slightly smaller version of the above, same colors, wire bound, individually gift boxed. Sold only in lots of 12, in assorted colors **List Price \$5.00 ea.**

Master Print Telephone/Address Book Displays — Each display is shipped pre-packed with an assortment of selected colors and prints in an attractive corrugated display unit which sets up in minutes. Each book is in individual gift box with see-through cover for full viewing **List Price \$144.00**

MP1 — 24G625@ \$6.00 ea.....	MP2 — 12G625.....@ \$6.00 ea.....
	12G645.....@ \$5.00 ea.....

Total Retail Value \$144.00

Total Retail Value \$132.00



G750 — Investments and Income Book — Page size 7" x 8 3/4" (17.78 cm. x 22.23 cm.) A wire bound book containing four sections — Securities and Income, Capital Gains and Losses, Government Bonds and a Summary of Income. Grained, simulated leather covers of Black, Blue, Maroon or Saddle. Display box of twelve, in assorted colors. Non-refillable **List Price \$3.95 ea.**

G760 — Investments and Income Book — Page size 7" x 9" (17.78 cm. x 22.86 cm.) Contains sections for Securities and Income, Capital Gains and Losses, Government Bonds and a Summary of Income. Multi-ring binding. Deluxe vinyl covers of Black, Brown, Maroon or Saddle. Individually boxed. Refillable

List Price—Complete \$7.00 ea. Refills:
G760R-1 — Securities and Income \$1.00 ea. **G760R-4 — Summary of Income \$1.00 ea.**
G760R-2 — Summary Gains and Losses \$1.00 ea. **G760R-5 — Complete Refill \$4.25 ea.**
G760R-3 — Government Bonds \$1.00 ea.

G770 — Guest Register Book — Page size 8" x 11" (20.32 cm. x 27.94 cm.) Contains 120 pages in multi-ring bound covers of deluxe, padded vinyl of Black, Brown, Maroon, Saddle or White. Individually boxed. Refillable **List Price—Complete \$8.00 ea. Refills: G770R \$2.75 ea.**

G775 — Guest Register Book — Page size 8" x 5" (20.32 cm. x 12.70 cm.) 128 pages, wire bound, with deluxe, smooth finish, padded simulated leather covers of Black, Brown, Green, Red or White. Individually boxed. Non-refillable **List Price \$5.50 ea.**



SIO Floor Display

12	G100 Day Minder	@ \$3.75	= \$ 45.00
12	G210 Weekly-Minder	@ \$2.75	33.00
12	G235 Weekly-Minder	@ \$3.00	36.00
12	G250 Weekly-Minder	@ \$2.50	30.00
12	G265 Weekly-Minder	@ \$1.65	19.80
6	G270 Weekly-Minder	@ \$3.00	18.00
12	G290 Weekly-Minder	@ \$1.35	16.20
6	G310 Weekly Planner & Expense Record	@ \$3.25	19.50
12	G400 Monthly-Minder	@ \$2.75	33.00
3	G440 Monthly-Minder	@ \$3.50	10.50
12	G450 Monthly-Minder	@ \$2.25	27.00
6	G520 Professional Appointment Book	@ \$4.50	27.00
12	G535 Weekly Business Planner	@ \$3.50	42.00
6	G590 Weekly Business Planner	@ \$3.50	21.00
12	G1000 Wall Planning Calendar	@ \$1.75	21.00
6	G1018 Wall Planning Calendar	@ \$3.00	18.00

Total Retail Value \$417.00

DCA Counter Display

12	G100 Day Minder	@ \$3.75	= \$ 45.00
12	G210 Weekly-Minder	@ \$2.75	33.00
12	G235 Weekly-Minder	@ \$3.00	36.00
12	G250 Weekly-Minder	@ \$2.50	30.00
12	G265 Weekly-Minder	@ \$1.65	19.80
6	G270 Weekly-Minder	@ \$3.00	18.00
12	G290 Weekly-Minder	@ \$1.35	16.20
12	G400 Monthly-Minder	@ \$2.75	33.00
12	G450 Monthly-Minder	@ \$2.25	27.00
6	G550 Executive Bi-Weekly Minder	@ \$3.50	21.00
6	G535 Weekly Business Planner	@ \$3.50	21.00
6	G590 Weekly Business Planner	@ \$3.50	21.00

Total Retail Value \$321.00



The Guilford Line

KEITH CLARK, INC.

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