

*Suspense
for 11/10/39
to be
11/20/39*

October 4, 1939.

Mr. A. M. MacCutcheon,
Reliance Elec. & Eng. Co.,
1088 Ivanhoe Road,
Cleveland, Ohio.

Dear Mr. MacCutcheon:

Our accounting records for September show that the remittance of \$20.00 received from you under date of September 18, in payment of dues for the current year, duplicates your payment of the same dues on August 22, 1939. For auditing purposes, will you kindly verify this duplication in payment from your personal records, whereupon we will immediately send you a refund of the second remittance.

Very truly yours,

Office Manager.

FAN:C



9101



The Reliance Electric & Engineering Company

MANUFACTURERS OF ELECTRIC MOTORS AND GENERATORS

MAIN OFFICE AND WORKS

1068-1088 IVANHOE ROAD

PLEASE REFER TO OUR FILE NO.

Cleveland, Ohio, U.S.A. October 10, 1939

SUBJECT:

F. A. Norris, Office Manager,
American Institute of Elec. Engrs.,
33 West 39th St.,
New York City.

Dear Mr. Norris:

Thank you for your letter of October 4th calling my attention to the fact that I had duplicated my payment of dues for the year 1939. Upon checking back, the situation as you outline it seems to be correct. I presume that I had received a second bill before my August payment reached you. It has usually been my intention to pay immediately upon the receipt of the first bill, but I was in the West for a considerable period and failed to make the prompt payment, which undoubtedly accounted for the second bill.

As far as clearing the situation, will you kindly credit the second \$20.00 which I have sent you, as my payment for the next year, rather than going to the trouble of returning the amount.

Yours truly,

A. M. MacCutcheon.

AMM:MSS



9101

*Journal
entry*

October 13, 1939.

Mr. A. N. MacCutcheon,
The Reliance Electric & Engg. Co.,
1088 Ivanhoe Road,
Cleveland, Ohio.

**FILE IN FOLDER
FOR PERMANENT RECORD**

Dear Mr. MacCutcheon:

We have received your letter of October 10, con-
firming our record of the duplicate payment of your member-
ship dues for the present fiscal year. In accordance with
your instructions, we have arranged to apply the second pay-
ment toward next year's dues in advance and we attach a re-
ceipt accordingly.

Very truly yours,

Office Manager.

FAN:C

**FOR PERMANENT RECORD
FILE IN FOLDER**

#9825

*Jour. P. 68
m.*