

INLAND STEEL COMPANY

INCORPORATED

INTER-COMMUNICATION BLANK

WHEELWRIGHT, KY.

May 2, 1951

To: L. S. Becker
From: E. R. Price

In giving effect to the policy outlined in my letter of April 4 we will be guided by the following procedure:

1. When a tenant requests paint and paper he should be instructed to file the request with the house renter at the main office. Each request will be numbered consecutively starting with No. 1 and will be listed on the form, copy of which is attached.
2. The paint to be furnished will be selected from five standard colors that have been approved for use in the houses.
3. The paper to be used is to be selected from the books in the Furniture Department at Store No. 1, the price of which will not exceed \$1.00 per double roll.
4. It will be necessary for the tenants to use the experienced paper hangers or painters now employed by Inland or other painters or paper hangers designated by the Building and Grounds Department as qualified.
5. After the form has been filled out at the office it will be referred to the Building and Grounds Department. A representative of that Department will interview the tenant and give an estimate of the cost of the material after which the form is to be returned to the Superintendent of Coal Properties who will either approve or disapprove the request.
6. The number of houses to be painted and papered under this program must be limited to fifteen a month. After the house renter has listed in any one month fifteen requests, each numbered consecutively, he will, in listing additional requests, start with No. 1 but show the work as coming under the allotment for the following month.