

~~During~~ the slack days, we can
put 2 or 3 girls at the 3rd Sta-M,
folding & mailing the column
literature as it comes go
out soon as possible.

Joe

INSTRUCTIONS FOR ELMER AND JENNIE AFTER I'M GONE EAST

After the column envelopes have been stuffed and mailed, the fat woman (Nelson) and the Gossett girl can go. Also the Jones girl, if another one better has taken her place. Do not keep any more help than is necessary. There will be no big rush of replies during October---possibly 15,000.

There must be no talking in the mailing dept---the mail must go out. We'll give them enough help to put it out, but it must go out. If any girl insists on jabbering, call her to one side and tell her she'll have to go to church if she wants to gossip--not here. This is a workshop, and we pay our money for work--not for chatter. I can do all that necessary, and if I cant, the Mrs. can.

Mrs. Robinson will look after the column accounts. When an application comes in, see whether it is daily or weekly, and mark the card whichever it is. If it is daily, send the first 30 and make note on card. The price will be according to the circulation of the paper. No bill will be sent until the end of the month. If it is weekly, 5 of the columns will be sent. These cards should be checked every so often, and another supply sent ten days before the first supply runs out. A letter, like below, should be sent to each paper wanting the column, whether daily or weekly.

Let me have daily wire reports, and if everything is not going O.K. let me know. *I want daily reports on the Detroit Times, Detroit Free Press, L.A. Times and Chicago Times.*

The Editor (or whoever it may be)
Blankville Times
Blankville Ohio

My dear Mr.....

Thank you for your application for the "QUIET TALKS WITH GOD" column. We are sending you with this letter, numbers 1 to..... I think you will find interest in the column is immediate and very pronounced. It is about the best thing you have ever done for your newspaper.

You will be billed at the end of each month and a further months supply will be sent in ample time. The better the position given this column, the better will the results be.

Cordially yours

FRANK B. ROBINSON
By.....

There are special manila envelopes at the Star M for these columns. When Bob Moore has built the shelves, have John get EVERYTHING from the basements, and put it on shelves so that Jennie will know what we have, and where. Write the letter to the column newspapers on the column stationery. There is lots of it in Don's place.

(over)

Blackstone Habel Chicago

Mon Tues - will not be where

able that

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Let me have daily wire reports, and if everything is not going O.K., let me know. I want your reports on the best of times, please.
Frank B. Habel, P.O. Box 100, Chicago, Ill.

The Editor (or whoever it may be)
Blankville Times
Blankville Ohio

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(over)

When Donna Leonard is not needed in mailing department she is to work stuffing column literature at Star Mirror building with Don. Miss Jones is to help on Table and new girl coming Monday Oct. 5th is to work on Dictaphone. When Woodward girls come they are to work in mailing department.

Do not have any more Column envelopes addressed before Doc returns.