

Publishers of Religious Literature in the Spanish Language

BAPTIST PUBLISHING HOUSE

Periodicals, Books, Tracts, Bibles

Hymn Books and Supplies

J. E. Davis, Mgr.

P. O. Box 211

El Paso, Texas

April 3rd, 1937

Dr. C. E. Maddry,
Richmond, Va.

Dear brother:

I have felt constrained to write you a word. Likely my reactions on what we discussed when you were here might interest you. If they do not, no harm can come from passing them on to you any way.

More and more I have seen in this building a splendid place for the Seminary. It will not cost a great deal to condition it--not as much as the old church back there. This has no debt on it--that has. This is a large building--much larger than at first glance it appears to be. In fact, aside from the cost of some place for the women and some married students, you would need nothing more, since this can be arranged for class rooms, and there will be ample room, it seems to me, for all the unmarried men.

As I understand the matter, you could get the place exempt from taxation since it would be used for educational purposes. That would help solve a problem.

Then we could build a place appropriate for this work and for storage of thousands of dollars worth of publications that at present are exposed to constant danger of fire. True, we have never had a fire, but you can never tell when one may come along and destroy much property. Aside from the building, we have in here at least \$40,000.00 worth of machinery and literature.

Bro. Hatchell told me they talked back to you--some of them did--over at the Convention. Now, I do not think you would be influenced by such men as W. Westrup--a half-breed and they are invariably the hardest ones we have to get along with--and Donato Ruiz, educated by us but now a flunkey of the Home Board--and I use that word more or less advisedly--at least I know what it means. "Simon says, etc." applies to these Home Board Mexicans. And Simon says too. I do not believe our Mexican brethren in general would approve of what such men would tell you. They are not representative in the least.

We have done practically nothing yet, since we need to have
Over

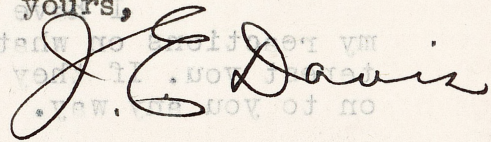
something more definite than we now have in order to get any definite idea of what we can do. No use to waste time. Just as soon as we possibly can, we will find out something of what it will cost us to put up what we need to start with. The fact that it would be out of town does not worry any of us the least bit. We would have just the same facility for sending out our mail. A trip or two to town each day would take just a little more time and gasoline. Much would be saved in other ways. We can not help feeling that it would be much more pleasant and not any more inconvenient.

I want to tell you for your encouragement that your trip out here was a real victory for the Foreign Board. Several have remarked--including two of the leading pastors--how differently you come into a community from Lawrence's way. He slips in and slips out without conferring with any one. They appreciated your frankness. And may I add, So do I.

May the Lord lead us in all things.

I have constantly improved in health, and am now seemingly entirely back to normal. Happy in the work, and am looking forward to many years of usefulness yet.

Most cordially yours,



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We have done practically nothing yet, since we need to have
Over

April 6, 1937

Rev. J. E. Davis,
Box 211,
El Paso, Texas.

Dear Brother Davis:

Your good letter of the 3rd was received this morning.

Of course, I am greatly interested in this matter of the new publishing house building and also the seminary. I suggest that you get hold of an architect, and in a tentative way, without committing yourself to anything definite at this time, get some pencil sketches of what you think we need, and go over the matter with your brethren and bring them with you to the Convention or send them to me and let's go over them together.

I have made up my mind that we ought to move the Publishing House outside the city of El Paso. I was not impressed very much with the general appearance of the territory up the valley. I suggest that you make an investigation of what a site would cost you down the valley, and get it far enough away from the El Paso city limits so that we will not be brought into the city for a long time.

If we decide to move the seminary to El Paso, the present publishing house building will certainly be adequate for us for a long time to come.

I have found a young brother, J. Elliott Finlay, who is graduating from Louisville this spring, who wants to devote his life to the work of writing and the creation of literature. I am in correspondence with him now about the Mexican Baptist Publishing House and I suggest that you write him at Louisville and give him all the facts you have about the Publishing House. The faculty all tell me that he is a splendid man, and I believe he will be the man we want as your helper.

The Board meets tomorrow and we will decide some things at that time.

With love and best wishes, I am

Yours truly,

CEM:C

April 9, 1937.

Rev. J. E. Davis,
Box 211,
El Paso, Texas.

Dear Brother Davis:

I am writing to inform you that the Foreign Mission Board in session on Wednesday of this week instructed me to proceed at the earliest possible moment to find a missionary couple properly equipped to assist you in the work of the Publishing House in El Paso. I am giving serious consideration to Rev. J. E. Finlay, now of the Seminary in Louisville, Kentucky. He is to marry a church secretary in Memphis sometime this summer. I have written Mr. Finlay and will see him in Louisville in about ten days. I think I will ask him to visit you and see the work at first hand before he makes his final decision.

I suggest that you write him and give him all the facts at hand with reference to the Publishing House so that he can give the matter intelligent consideration.

You will be interested also to know that the Board instructed us to move the Mexican Seminary to El Paso and concentrate all of our work in that city. Dr. Lawrence was in my office on Monday of this week, and heartily agreed to the proposition. I am taking up with the pastor of the First Church, El Paso, the matter of leasing or securing in some way the use of the old church building for the seminary purposes. I told the Board of our plan to buy land and build a new Publishing House outside the city, and it met with hearty approval. The only question now is how to get the money!

With love and best wishes, I am

Yours truly,

CEM:C

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J. E. Davis, Mgr.

P. O. Box 211

El Paso, Texas

April 14th, 1937

Dr. C. E. Maddry,
Richmond, Va.

Dear Brother Maddry:

Your two letters are before me. I did not write in answer to the first one, since I was waiting for the second. And too I am right in the midst of my literature for the third quarter, and to say that I am busy is to put it mildly. But now that I have your second letter, I shall take time out and write you in reply to both of them.

I note that you think you have a couple lined up to come to our assistance and ultimately, relief. I hope they turn out to be the people that God would have in this position. I shall write Mr. Finlay just as soon as I can find time, and give him some information about this work.

Will you permit me to make some suggestions? Since no one will really learn the language here, I suggest that this couple if at all possible spend a year in Mexico City in the University or some other school, studying the language. At all hazards, we must have a man who knows the language and not one whose Spanish is half English and the other half Spanish to laugh at. Maybe you imagine that our missionaries KNOW the language they attempt to speak and write. Well, the great bulk of them do not, and many of them NEVER WILL. In this environment on the border, they will not really learn Spanish. This is my suggestion, since they would have to spend a year or two before they could be of any real service to us any way.

I have no report to make about the new plant for the Publishing House. I could not take time off from my work to run about looking here and there for locations on uncertainties. Now that there is something more sure, I shall begin at once. I called a man here about making us a pencil sketch. He said he would come to see me, but now after two days I do not look for him. I am going to get in touch with another.

I wish we could get hold of enough money to build soon, even though we had to owe something on the new plant. That would save the cost of working over that old building back here. In fact, it would convert this building into a first-class seminary plant at

no greater cost than to condition that building. I am looking into this matter right away. Have called Bro. Hatchell, and he will come down some time this morning. We will talk matters over and I shall report to you our reactions.

Now, as to meeting you at New Orleans. It might be of such importance that I should call off my engagement with the Spanish-American Baptist Convention, which meets in Chicago at the very same time our convention meets. They invited me some time ago, and I tentatively accepted the invitation, since they proposed to pay my expenses. Furthermore, I have been planning for some two years or more to accept a cordial invitation of the David C. Cook Publishing Co., to visit them at Elgin, which is more or less a suburb of Chicago now. They seem to be interested in our work and do help us some, but could be of much greater service if they could be enlisted in rendering the Cause in general this service. But as to that, I could make the trip later at very little cost, as I can get transportation nearly all the way. The real difficulty is getting time for so many trips that take me away from my lesson work and office responsibilities.

I am wondering whether we shall have anything in sight by that time any way--I mean anything definite. But we shall see.

I am hoping that in some way we shall be able to realize this dream which I have had for years. And certainly there will be a way to realize it. The Lord provides yet, even as He has provided in former years and ages.

We are expecting the new Linotype in the latter part of this week. I hope to get it paid for as easily as I paid for the other new equipment, and then we will have a really modern plant equipped to turn out five times as much literature as we used to at the same cost, or even less.

I am almost ready to say to you that we can finance this new building proposition, with the promise of help from the good women which I am asking for, though it may be too late now for anything definite for next year. I shall have more to write soon.

I must close and get busy on my lesson work. Time flies and this literature HAS to be gotten out on time.

Cordially yours,

J. E. Davis

April 17, 1937.

Rev. J. E. Davis,
Box 211,
El Paso, Texas.

Dear Brother Davis:

Your good letter of April 14th is before me.

I think your suggestion about sending the new couple, - provided we appoint them, - to Mexico City to spend one year in the study of the Spanish language is splendid. I hadn't thought of it, but I think that is the thing to do. I agree with you that they will never learn Spanish as they should on the border, so I think I will adopt that suggestion.

Now, with reference to the money for the new Publishing House, I am going to ask the women of the South to give me \$5,000 next year and \$5,000 the next year. That is to say that \$5,000 will come in next January, 1938, and \$5,000 January, 1939. Now, that is the very best I can do.

If, in the meantime, you can find some way to finance the building, why we will consider it. I certainly would love to turn that old printing house into a seminary, but I just haven't the money, and the Board will not allow me to go in debt.

As to attending the Convention, I suggest that you go ahead and make your trip to Chicago instead of going to New Orleans. You have attended many Southern Baptist Conventions, and I don't think there is going to be anything startling to happen in New Orleans. I feel sure that I will not be able to do anything very definite about raising money for the new publishing house at New Orleans. So, in view of the fact that you have made your arrangements to go to Chicago for this other meeting, I suggest, by all means, that you ought to go and have a little bit of rest.

I am glad to know that you are getting some good equipment and I am much disturbed about the fact that we have no fire insurance on your property. Please investigate and see how much \$25,000.00 in insurance would cost, say, for one or two years until we can move. Let me hear from you.

With love and best wishes, I am

Yours truly,

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J. E. Davis, Mgr.

P. O. Box 211

El Paso, Texas

April 22nd, 1937

Dr. E. E. Maddy,
Richmond, Va.

Dear Brother:

Your good letter of the 17th came to hand a few days ago. I have been so busy getting together data in order to be able to write an intelligent letter, that some time has passed. But better give you a pretty full account of what has been taking place, and get action one way or the other.

The old Ysleta Country Club building about nine miles down the valley--a little further than I had planned on, yet after all, not so far when you take into consideration the fine roads --is for sale at a bargain--a real bargain. True, it is somewhat run down at present, but being of adobe construction, that is easily and cheaply put into condition. It is an enormous place. The old dance hall is very large with magnificent light and ventilation --windows galore. It has a hard-wood floor in the very finest condition and right above the ground. No basement nor second story in any part of the building. It has rooms galore--I counted several of them and found some more locked and really can not tell all about it. It has a composition roof, and while the building is not entirely fire-proof as it now stands, yet we could easily make it so, when we get some of that money you speak of.

It is a good location, some two or three blocks off the main highway, on a paved road. Electricity is available, I was informed this morning by the Electric Co. here. Gas is right in the building, but we have to see a man in Ysleta, which is about two miles away from this place, about the gas. I am sure all the gas we need is right in the building now. The paper Co. assures me they will make no extra charge for delivery of anything we need.

There are 3 47/100 acres of land, and on the place is a fair residence for a caretaker.

Now, get ready for the shock. The people that tried to make a go of this got what was coming to them, as all the rest of those who exploit the youth of the land for gain. They spent a great deal of money in the first place. Then a few years ago they got a loan from the HOLC and spent that. Failed again and the HOLC has it in their possession and for sale.

I have just talked to the Director of HOLC and the price for the whole layout is \$4150.00, including every expense except revenue stamps required now by Texas on mortgages. We can get it by payment of as low as 10%--\$415, though they say they prefer 20%, \$830. The Director of HOLC knows us--is a prominent Methodist, and even called me Brother over the Phone, and he says we can have the lowest possible down payment allowable, if we want it that way. However, if we pay \$830, then we can pay at the rate of \$26.27 per month, which includes interest and principal--interest at 5%. If we pay but \$415, the monthly payments will be a bit less than \$30.00, which we can take care of with what we would save in taxes.

Now, here is what I have figured out. Let us buy it just as soon as possible, since it is a snap and will go soon even though very few would be interested in just such a lay-out, but the land is worth almost half of what they ask for the place. We will put up the money for the initial payment. The move will cost us a lot of money. We will find a way to carry that for the present. There will be some repairs needed at once. We will carry that. In fact, we will not call on you for a penny till next January.

Remember that to put out this amount of money will delay the payments on the new Linotype (which is just about ready to start and oh boy! it is a beauty), though at that time, if we can count on the \$5000, we can make a substantial payment out of that and reimburse ourselves for what we advance, etc. Our payments on the machine are only \$80 per month and interest at 6%. We have five years to pay it out. (We have fifteen on the property). I had intended to pay the machine out in two years and save all the interest possible. With this arrangement, I can still do that--I mean the arrangement suggested above.

All I would want to make this go over, would be that the Board advance us say about four or five months appropriation. We are getting \$194.44 per month. All I ask is that \$972.20--at the most--be advanced us, and no further payments be made us till October. Can you not do that?

Now, let us go a little deeper into this matter. We could get this deal consummated, the necessary repairs made and we could --I feel sure--vacate this building not later than July 1st. That would leave you at least two months to make the repairs here, and have nothing to do with that old First Church building back here. You would be spending your money repairing--or rather, conditioning--your own property instead of something that they seem rather reluctant to turn over to you for a short term. But Dr. Yearby is writing you about all this.

Yesterday afternoon I got Bro. Hatchell, Dr. Yearby and Bro. Hollomon and took them down to see the property. They all agree that it is suitable, and will be easily made into a nice-looking as well as comfortable plant for the Publishing House, and that the price is very low. I asked Bro. Hatchell to write you. And as Dr. Y. was waiting to answer your letter, I also suggested that he give you in his letter his reactions. This he said he would do.

Now, another matter. The rate of insurance on this building here is 78 cts. per \$100 on the building used as it is for a publishing house, and \$1.09 per \$100 on the contents. I know that last figure is right, and I think I am right about the 78 cts. I have asked them just now what the insurance rate would be on that building down the valley, and will add that information to

x 1/2 year reason by 100.

this letter, as soon as they call me and give me the information.

Now about Branch. This is terrible, but as I see it should not even cause us to hesitate in our work. I do not think you will listen to the suggestion.... "unless this Branch mess makes the Board and Dr. Maddy sick and they ditch the whole thing. That might be a good move. The Home Board people cuss us, and Mexico does not love us, so why try to live?" I can not agree with this sentiment which I quote verbatim from a letter I received this very morning. This brother was always too easy to give up work. He would have had us suspend practically every one of our publications here, had I not "withstood him to his face."

I feel that when such things come about, however lamentable they may be, we should only pray the more and redouble our efforts to carry out the Great Commission of our Lord. From what I know of you, I feel sure that you will agree with me.

They have just called me and insurance rates outside the city are really prohibitive. But as I said before the building is practically safe and when we do get to it before a very great while it can be made just as near fireproof as an old building of that kind could be.

Now, I think that covers everything. We feel that it is a fine opportunity, and while we know how many back-aches and head-aches are involved in a move of all this stuff we have here, yet it will be a step in the right direction, we feel, and are willing to undertake it.

If I may be pardoned for making such a suggestion, I would suggest that you get action on this just as quickly as possible and send me a night letter. In the mean time, I shall take some measurements and get ready to meet any contingency that might arise in the transaction.

Thank you for your encouragement. I can not help feeling that I can do much more good for the Cause at Chicago than at N.O. You often have too many missionaries at the Convention for the good of the Mission Cause, I have thought. Really on two occasions--years ago now--I hid out rather than be placed on parade in the Missionary exhibit--once leaving for home just a little early to avoid it and once just strayed off and got lost from the crowd, and had the pleasure of sitting back in the crowd while the rest of them did the sweating. Unless there should be overwhelming reason for changing my program, I shall count on going to Chicago and getting our books and literature before the people who can read what we edit and print.

May the Lord lead us in all that we plan and do.

Cordially yours,

J. E. Davis

P.S. Yoleta is a town and has a Post Office and eventually we can transfer our mailings to this place. Just about 2 miles from the place we have in mind. Again, all my expenses to Chicago are to be met by the Convention.

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J. E. Davis, Mgr.

P. O. Box 211

El Paso, Texas

April 24th, 1937

Dr. C. E. Maddy,
Richmond, Va.

Dear Brother:

I am getting this letter off to you as soon as possible after finding out things that seem to me to make the purchase of that property down the valley impracticable. And furthermore we have run across what seems to be a much better proposition in every way, except that it will take more money to buy the property. We would have no expense at present to adapt it to our needs. Later on, we could arrange it more to our liking.

First as to the place down the valley. It is some ten miles or more from the El Paso P.O. where we have all our publications registered, and where we would continue to do the most of our mailing. To move there, we would lose all our commercial work, which is considerable. We really cannot see our way clear to do that at present. We find that we would have to pay 10 cts every telephone call, since ~~we are~~ ^{it would be} on the Ysleta exchange there. That would not do at all. We find also that there is no water system and we would have to sink a deep well and put in a pump and water tank which would cost us \$250 or \$300. I estimate that it would cost us around \$500 to repair broken windows and put on screens to protect the windows after repairing them. It would cost us more to move down there than here in the city.

Now, we have run across a place outside the city limits out North of town, just outside the city, but nothing whatever between there and the mountain beyond. I think there is little or no probability of being taken into the city for many years to come, if ever, since the growth is not in that direction, and there is very little inside the limits for a long way. This is a large place, was used for a resort, and has a large dancing floor, and many rooms all in good condition and usable as they are until such time as we shall have some spare money to take out some partitions and extend the space. It has a good roof almost new on it. It is in good condition inside and out. Besides there are several lots that belong to the property.

(Over)

The owner offers it for sale. He asked \$10,000 for it. He wants \$1200 down and the rest can be arranged any way we want, he says. I of course was in no position to make him an offer of any kind, but I think likely I can get him to cut off some from that price. Interest is at 6%. He owes \$3000 on the place and has the rest paid out.

I think we could arrange to take care of this in the same way I proposed in my former letter--that is, the House can carry it till next January. And of course, even then it ~~can~~^{could} be financed some way. I believe that rather than miss a sale, he might likely take \$9000.00, though I do not know that he would. There is a little house on the side that he has rented for \$15.00 per month. I feel sure we could rent that and there are living quarters in the rear that we could surely get another \$7.50 or maybe \$10 out of, renting them to some of our workmen. That would help us out some with the payments on the \$3000 that I understand he is paying out at \$50 per month if I recall correctly what he said. I did not make notes of what was said, but am writing from memory.

I think we could get possession right away and could move even sooner than we could down the valley.

It has city water, lights and power and gas all installed, and we would have no expense along that line except making the necessary transfers.

I am going to work out right away some plan and get in touch with him. I am going to make him a tentative proposition and see if he will bite. Of course, he will understand that all will be subject to your approval or disapproval. I think that Monday I can send you another Air Mail letter giving something more definite about this matter.

We would have a real nice place out there and very desirable. It would really be an attractive home for this plant.

It is not valley land, of course, but after all that is not the main matter to take into consideration.

I shall close now and get this off on the afternoon Air Mail. You will get it Monday I think.

Cordially yours,

J. E. Davis

April 26, 1937.

Rev. J. E. Davis,
Baptist Publishing House,
El Paso, Texas.

Dear Brother Davis:

Your letter of the twenty-second came this morning, and things are moving so fast that you actually take my breath away.'

Frankly, I do not know what to say. Our Administrative Committee meets next Tuesday and the Board meets on Thursday in monthly meeting. If anything is done in the next few weeks, it ought to be presented to our brethren in committee meeting Tuesday week.

I do not know how we are going to be able to finance this proposition. We are in such desperate shape here that it will not be possible for me to get one cent extra from the Board for this calendar year. I have just returned from Nashville and I believe we have good prospects of inducing Dr. ^{alcant}Hartman to go with us in our publishing work in a great program. By the way, I want you to write him just as soon as you can find time and telling him about the work of the hospital and something of your needs, especially with reference to equipment. I hope very much that I can get an appropriation for three publishing houses from the Sunday school Board for either equipment or the publication of books or literature. A letter from you setting forth in a general way your needs with reference to equipment and for funds for the publication of books will do good to pave the way for my further negotiations with him.

Now, coming back to this property down the valley, do you not think that nine miles from the city of El Paso is rather far out? However, I will leave that to the judgment of our missionaries there.

Anyway, to present this matter intelligently to our committee next week I want you to get the opinion of the first-class real estate man as to the value of this property. I have many hard-headed business men to deal with on this committee and I am going to have to show them the actual facts before they will consent for us to purchase. There is a deacon in the First Church who was injured in an automobile accident just before I went out to see you recently. For the minute I cannot think of his name, but I was in his home and he has been gracious to me through the years. He was one of the leading spirits in trying to induce me to come to El Paso many years ago to be pastor of First Church. If he is able to travel around, I want you to take him out to see this property and ask him to write me a letter setting forth his views as to the availability of this property for a publishing house.

4/26/37

Please give me a rough sketch or drawing showing the sizes of the building, the rooms, etc. I want to know especially if the floors are solid and substantial so that they will hold your machinery. We shall also want to know of course about the possibility of making this building virtually fire-proof. Has the building sufficient office space for you? How about your storage space for books and supplies? Is there ample room and light for your printing machine and presses?

Please prepare me such data as you think would appeal to the group of Baptist deacons who themselves are large business men. The President of our Board, Brother L. Howard Jenkins, is himself a big printer and binder. He has one of the biggest establishments in Richmond. He is going to ask a good many questions that I cannot answer unless I have more facts.

After all, I believe that the taxes we are now paying on the property in El Paso will through a period of fifteen years pay for this property. Then too, it would release the present building for our Seminary and instead of spending a thousand dollars on the old church building, we could spend it on this press and publishing house building and make that into a dormitory, class rooms, dining room, kitchen, and all necessary quarters for some fifteen to twenty-five students.

Anyway, I am much interested in the proposition and I want more facts so that I can lay them before the Board.

I think you will do the right thing to go to Chicago and cut out the Southern Baptist Convention in New Orleans.

I am just back from Louisville and am delighted with our young Brother Finlay. He is coming on for the final medical test here in Richmond sometime shortly. He is to be married to a fine young woman who is a graduate of our training school in Louisville. If they pass the physical test, I feel sure that we will be able to appoint them at the October meeting, as your helpers in the publishing house and I think we will take your suggestion and send them to Mexico City for one year of language study before assigning them to the work.

Now, Of course, we are going right on with the Mexican Seminary. We never thought of anything else. We were terribly shocked at the degrading sin of Brahm, but this is not going to hinder us at all. It is just one more evidence of the fact that Satan is still at work and one more missionary has gone sour on us. However, we are going right on and tell the brethren that we are not going to be discouraged in the least.

Please turn aside and let me have this data by return mail so that I can present it to my committee tomorrow week.

With love and best wishes, I am

Yours truly,

April 27, 1937.

Rev. J. E. Davis,
Box 211,
El Paso, Texas.

Dear Brother Davis:

Your letter of April 24th came this morning. I wrote you yesterday with reference to the other matter.

I am glad that you have decided that the first proposition would not suit for our publishing house. I had grave misgivings because of the distance, as well as the uncertainty of the suitability of the building itself for our purposes.

I note what you have to say with reference to the new proposition. I will wait and get the other letter from you before taking the matter up with the committee.

However, I suggest that we purchase two or three acres of land as soon as we can get enough money to make the initial payment and ask the women of the South to give us \$5,000.00 next January and \$5,000.00 the year following for a new publishing house. In the meantime, I will come out there when I come to Texas in July for the Palacios Assembly, and we will make a preliminary survey and select the lot. We can also consult an architect to design the kind of building we want.

We are going to appoint young Mr. Finlay, I hope, as your helper and send him to Mexico City to study for a year. If we can secure the ground and the money, and you can design the kind of house we ought to erect, it will be much better for us to put up our own building, fireproof, and especially arranged for a publishing house. It will be better for us to go on where we are for another year and then get the right thing as a permanent undertaking.

Anyway, I will wait until next week and hear from you again.

With best wishes, I am

Yours truly,

H. T. PONSFORD & SONS

GENERAL CONTRACTORS AND BUILDERS

PHONE MAIN 803



914 EAST MISSOURI ST.

EL PASO, TEXAS, April 30, 1937.

Mr. J. E. Davis,
Baptist Publishing House,
800 Myrtle Avenue,
El Paso, Texas.

Dear Sir:

We will furnish all labor and materials to build a One Story Stone Building 40 feet by 100 feet for the Baptist Publishing House, as shown by plan and as follows:

Concrete footings to be 30" x 12" reinforced with 2 - 5/8" bars.

Stone walls, laid in cement mortar, to be 1 foot thick, except buttresses between windows to be 1'-6" thick. Walls to be reinforced with a reinforced concrete beam extending entirely around the building.

Floor to be of concrete 4 inches thick, reinforced with 6"x6" welded mesh.

Partitions and ceiling for offices and toilet rooms, to be plastered on metal lath. Stone walls in offices and toilet rooms to be plastered. Partition for Store Room to be 3/8" Sheetrock on 2"x4" framing. Ceiling in Press Room to be 3/8" Sheetrock on 2"x6" ceiling joist. Ceiling height in offices to be 10 feet, and in Press Room, height to bottom of trusses to be 11 feet.

Trusses throughout to be steel.

Roof to be a double mopped slate surfaced composition roof, on 1 inch wood shiplap and 2"x8" wood rafters.

Windows throughout to be projected ventilator steel sash, glazed with clear glass and screened.

Front door to have plate glass. Service door to be a 10' x 10' sliding door. Office doors to be 3' x 7' two-panel.

Plumbing to consist of 2 toilets, 2 lavatories and cess pool. Gas to be piped in offices and Press Room for heating, and an allowance of \$100.00 for space heaters to be included.

Electric wiring to consist of 10 overhead lights in Press Room, a ceiling light, switch and two double wall outlets for each office, and a light and switch for each toilet. Reflectors for Press Room and fixtures for Offices to be included.

Painting to consist of 1 coat of Luninall paint on walls and ceiling of Offices, Toilets and Press Room, 3 coats of lead and oil paint on wood doors and baseboard, and one coat of paint in addition to shop coats on metal sash.

We will complete the above work for the sum of Seven Thousand, Four Hundred and Eighty-Five Dollars (\$7,485.00)

Yours truly,

H. T. PONSFORD & SONS
By *H. T. Ponsford*

HJP:EA