

Jul 29, 1955

*file
furniture*

Flowers School Equipment Company

Richmond, Va.

Dear Sirs:

You will please furnish us tontine shades as follows:

Mark packages with name of school separately

Arcola School

5 shades	46 $\frac{1}{2}$ inches	tip-to-tip	60 inches	long
4 "	53 $\frac{1}{2}$ "	" "	60 "	" "
3 "	56 $\frac{1}{2}$ "	" "	60 "	" "

Sterling School

5 shades	- 45 $\frac{1}{2}$ inches	tip-to-tip	60 inches	long
5 "	- 45 $\frac{1}{2}$ "	" "	68 "	" "

Middleburg School

1 shade	- 52 $\frac{3}{4}$ inches	tip-to-tip	8' 6"	long
1 shade	- 53 "	" "	8' 6"	" "
5 shades	- 52 $\frac{1}{2}$ "	" "	8' 6"	" "

Lucketts School

2 shades	- 55 $\frac{1}{2}$ "	tip-to-tip	9'	long
3 "	48 $\frac{1}{2}$ "	" "	8'	" "
5 "	47 $\frac{3}{4}$ "	" "	9'	" "
1 "	55 $\frac{3}{4}$ "	" "	9'	" "
5 "	48 $\frac{1}{2}$ "	" "	9'	" "

Very sincerely yours,

O. L. Eperick

J. H. PENCE COMPANY

BOX 863

ROANOKE, VA.

CONSIGNEE TO: Loudoun County Public Schools
% Supt. O. L. Emerick
Leesburg, Va.

50 boxes #352 - 17" desks (100 desks)
37 boxes #352 - 15" desks (75 desks)

Received By:

J. H. PENCE CO. TRUCK

AUGUST 10, 1955

file furniture

Memorandum on Desks

Sterling and Ashburn

Take to Sterling 5 new B desks

Take from Sterling to Ashburn
25 Size A - (17") desks.

Take ones ~~from~~ that have the tops
adjusted highest and take
from either room where you
find these.

Take from store room to Ashburn

(17")

September 14, 1955

File

Southern Desk Company
Hickory
North Carolina

Gentlemen:

Please furnish and ship to us at Leesburg:

25-tablet arm chairs No. 1017 at \$9.15 delivered,
natural finish.

30 - wood chairs No. 117 at \$6.05, including steel-
rubber glides, dark oak finish.

Very sincerely yours,

O. L. Imerick
Division Superintendent

OIL:mlt

cc--Mr. Stephen Sydnor

COUNTY SCHOOL BOARD
OF LOUDOUN COUNTY

HIRST, PURCELLVILLE
F. MARSHALL, ALDIE
SHIRLEY MYERS, LEESBURG

LEESBURG, VIRGINIA

O. L. EMERICK, DIVISION SUPERINTENDENT
MISS RUTH M. EMERICK, CLERK

JAMES W. ASHTON, MIDDLEBURG
D. N. MYERS, WATERFORD
CHAIRMAN

605
30

181.50

file furniture

Southern Desk Co.

Tablet Arm Chair No. 1017 \$ 9¹⁵ delivered

Includes cushion guides & Book shelf

Arm 12 x 2 1/2" arm maple or birch
Other parts wood.

Wood chair 1117- \$6.05. 17"

Inc. steel rubber glides

Sept. 1, 1955

Johnston

915
25

4575
1830

22875
181.50

8410.25

furniture

September 17, 1955

Flowers School Equipment Company

327 West Main Street

Richmond, Va.

Dear Sirs:

Please send to us Tontine shades

Mark for Lincoln School

Width of cloth - 51½ inches

Length of cloth - 108 inches

Very sincerely yours,

O. L. Emerick

Copy to George Hughes

FLOWERS SCHOOL EQUIPMENT CO., INC.

Manufacturers and Distributors

SCHOOL, CHURCH AND PUBLIC SEATING FURNITURE

327 WEST MAIN STREET

RICHMOND 20, VIRGINIA

TELEPHONE 7-4035

September 2, 1955

*file
furniture*

Mr. O. L. Emerick, Supt. of Schools
Loudoun County
Leesburg, Va.

Dear Mr. Emerick:

This is to advise that, effective August 31, 1955, my contract as sales representative for the Flowers School Equipment Company, Inc., of Richmond, was terminated to permit me to accept a position with MIFCO, Inc., a petroleum products distributing concern in Prince William County.

I am sincerely grateful for the personal and business friendship we have enjoyed in the past and what service I have been able to render has been a privilege.

The Flowers School Equipment Company will continue to provide for you the same high quality of products, service and business integrity for which it has been known for more than a quarter of a century. Plans for a representation in your area will be announced to you at an early date. Until that time, you will receive prompt service on all types of inquiries by directing them to Richmond at the address above.

Thank you again for the courtesies extended to me during our business association.

Very truly yours,

Richard C. Haydon

FLOWERS SCHOOL EQUIPMENT CO., INC.

Manufacturers and Distributors

SCHOOL, CHURCH AND PUBLIC SEATING FURNITURE

327 WEST MAIN STREET

RICHMOND 20, VIRGINIA

TELEPHONE 7-4035

September 19, 1955

Mr. O. L. Emerick, Superintendent
Loudoun County School Board
Leesburg, Virginia

Dear Mr. Emerick:

We thank you for your letter of September 17, 1955 placing an order for #508 Tontine window shades. You failed to give us the quantity of shades needed. We will enter your order immediately upon receipt of a letter from you advising us this information.

Thank you.

Very truly yours,

FLOWERS SCHOOL EQUIPMENT COMPANY, INC.

Sue P. Stephens
Sue P. Stephens

/s

September 20, 1955

Flowers School Equipment Co., Inc.
327 West Main Street
Richmond 20, Virginia

Gentlemen:

We wish two of the shades requested in our letter
of September 17, 1955.

Very sincerely yours,

O. L. Emerick
Division Superintendent

OLE:mlt

September 23, 1955

furn.

State Penitentiary, Industrial Dept.
Richmond
Virginia

Gentlemen:

Please furnish and send to us :

6 - 12 in. kindergarten chairs--No. 2

Very sincerely yours,

O. L. Emerick
Division Superintendent

OLE:mlt

FLOWERS SCHOOL EQUIPMENT CO., INC.

Manufacturers and Distributors

SCHOOL, CHURCH AND PUBLIC SEATING FURNITURE

327 WEST MAIN STREET

RICHMOND 20, VIRGINIA

TELEPHONE 7-4035



October 6, 1955

Mr. O. L. Emerick
Superintendent of Schools
Loudoun County
Leesburg, Virginia

Dear Mr. Emerick:

We are glad to advise you that Mr. W. S. Hart has been appointed as our sales representative in your area, effective October 1, 1955.

Mr. Hart has been connected with the Flowers School Equipment Company, Inc., for over fifteen years. His experience with us as a salesman, installation supervisor, office worker, and actual installation work, will enable him to render good service to you.

For the present Mr. Hart will live in Richmond, and as soon as possible he will move in his territory. In the meantime, if we can be of any service to you, before Mr. Hart calls on you, please let us know and we will have him contact you promptly. It is the desire of both of us to render you the best of service.

Any courtesies extended to Mr. Hart will be greatly appreciated by this company.

Very cordially yours,

FLOWERS SCHOOL EQUIPMENT COMPANY, INC.



G. D. Flowers
President

CDF/b

PITTSBURGH, PA. - COURT 1-2000
 CUMBERLAND, MD. - PHONE 652
 WASHINGTON, D. C. - FRANKLIN 9095

ELLIOTT MOTOR LINES

BALTIMORE, MD. - LEXINGTON 8594
 FREDERICKSBURG, VA. - PHONE 2468
 RICHMOND, VA. - PHONE 82-6774

PHONE 3813

WINCHESTER, VA.

Better Service IS ANOTHER WAY OF SAYING *Lower Rates*

PRO. **W105042**

DATE **8/24/55**

SHIPPER ADDRESS CITY RECEIVED FROM AT

**FLOWERS SCHOOL EQUIPMENT
 RICHMOND VA.**

CONSIGNEE ADDRESS CITY SHIPPED VIA AT

**LOUDOUN COUNTY SCHOOL BD.
 LEESBURG VA.**

RECEIVED FROM AT

SHIPPED VIA AT

NO. PIECES **WILSON 3/15160 WINCH 8/23/55**

WEIGHT RATE COLLECT PREPAID

4

BUNDLES WINDOW SHADES

113

M

2.30

TAX

.07

2.37

ELLIOTT %
 %
 %

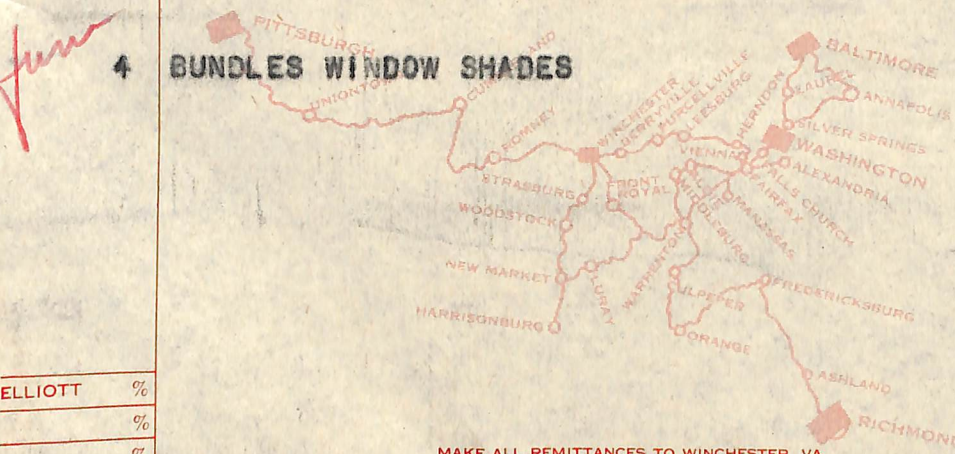
MAKE ALL REMITTANCES TO WINCHESTER, VA.

RECEIVED IN GOOD CONDITION EXCEPT AS NOTED:

DATE FIRM NAME

BY

CONSIGNEE'S COPY



PITTSBURGH, PA. - COURT 1-2000
 CUMBERLAND, MD. - PHONE 652
 WASHINGTON, D. C. - FRANKLIN 9095

ELLIOTT MOTOR LINES

BALTIMORE, MD. - LEXINGTON 8594
 FREDERICKSBURG, VA. - PHONE 2468
 RICHMOND, VA. - PHONE 82-6774

PHONE 3813

WINCHESTER, VA.

Better Service IS ANOTHER WAY OF SAYING *Lower Rates*

DATE

9/14/55

PRO.

W105317

SHIPPER ADDRESS CITY
 FLOWERS SCHOOL EQUIPMENT CO INC
 RICHMOND VA

CONSIGNEE ADDRESS CITY
 LOUDOUN COUNTY SCHOOL BOARD
 LEESBURG VA

RECEIVED FROM

AT

SHIPPED VIA

AT

WILSON TRUCKING 3/24198 9/13/55 WINCH VA

NO. PIECES

DESCRIPTION

WEIGHT

RATE

COLLECT

PREPAID

2 BUNDLES WINDOW SHADES NO18N

30

M

2.30

1.00

MAKE ALL REMITTANCES TO WINCHESTER, VA.

ELLIOTT %
 %
 %

RECEIVED IN GOOD CONDITION EXCEPT AS NOTED:

CONSIGNEE'S COPY

DATE

FIRM NAME

BY

September 17, 1955

fern

J. H. Pence Company

Box 1177

~~Richmond, Va.~~

Dear Sirs:

Please send to us at Leesburg and mark for Hillsboro school
3 - 30" by 72" masonite top cafeteria table with folding legs.
You gave us a quotation on this table last spring of \$26.58.

Very sincerely yours,

O. L. Emerick

(
we write you on Sept. 17 as follows:

(
We now wish to have the 4th table sent.
)

October 24, 1955

fun

J. H. Pence Company
Box 1177
Richmond, Virginia

Gentlemen:

We wrote you on September 17 as follows:

Please send to us at Leesburg and mark for Hillsboro School 3 - 30" by 72" masonite top cafeteria table with folding legs. You gave us a quotation on this table las spring of \$26.58.

We now wish to have the 4th table sent.

Very sincerely yours,

O. L. Emerick
Division Superintendent

OLE:mlt

THE PENITENTIARY INDUSTRIAL DEPARTMENT
RICHMOND, VIRGINIA

ACKNOWLEDGEMENT

file from

SOLD TO Loudoun County School Board O. L. Emerick, Div. Supt. Leesburg, Virginia	CUSTOMER'S	ORDER DATE	TX 6/30/55
		ORDER NO.	TX letter
		REQ'N NO.	
SHIP TO Same	DEPARTMENT	WOODWORKING	
	OUR ORDER DATE	7/10/55	
	OUR ORDER NUMBER	63	
	DATE TO BE SHIPPED		
SHIPPING INSTRUCTIONS Wilson fob Richmond, Virginia	INVOICE NO.		
	INVOICE DATE		
	DATE SHIPPED		
	NO. AND KIND OF CONTAINERS		
	CONTAINER NOS.	WT.	LBS.

QUANTITY	UNIT	LIST NO. AND DESCRIPTION	QUANTITY		PRICE	
			THIS SHIPMENT	BAL. ON ORDER	UNIT	AMOUNT
✓ 5	Ea.	#50 - Six-pupil kindergarten tables, 30" high.			25.95	129.80
✓ 18	Ea.	#3 Kindergarten chairs			3.00	54.00
✓ 12	Ea.	#2 " "			2.75	33.00
✓ 3	Ea.	#10 Chairs			5.35	16.05
✓ 4	Ea.	#110 Desks			36.00	144.00
						<hr/> 376.85
		FINISH NATURAL				

December 9, 1955

J. H. Pence Company
P. O. Box 1177
Richmond, Virginia

Gentlemen:

In the shipment of desks made to us last summer, we found 2 extra wide tops probably for the bookkeeping desk.

Shall we return these to you? You might replace them with two tops, natural finish for the B 15-inch moveable-chair desk.

Very sincerely yours,

O. L. Emerick
Division Superintendent

OLE:mlt

J. H. PENCE COMPANY
SCHOOL EQUIPMENT AND SUPPLIES

POSTOFFICE BOX 863
ROANOKE, VIRGINIA

December 12, 1955

*file
furniture*

Loudoun County School Board,
Leesburg,
Virginia

Attention - Mr. Emrick, Supt.

Dear Mr. Emrick:

The enclosed copy of letter from Denoyer-Geppert is self-explanatory. I am indeed sorry that this delay has occurred.

Very truly yours,

J. H. PENCE COMPANY

A. G. Cummings
A. G. Cummings *α.*

AGC/1
encl.

DENOYER & GEPPERT COMPANY
5235 - 59 Ravenswood Avenue
Chicago 40, Illinois

December 5, 1955

Mr. A. G. Cummings,
J. H. Pence Company
Roanoke, Virginia

Dear Mr. Cummings:

We thank you for your letter of December 3rd addressed to Mr. Stiernberg and concerning the order for a human skeleton and the model carrying case placed by the Loudoun County School Board in Leesburg, Virginia.

We are working on the human skeleton preparation at the present time and expect to have it ready for shipment on or before December 15th.

Unfortunately, we were not able to ship the skeleton as promised previously, this due to reasons beyond our control.

Please notify your customer that the material will be shipped as stated in this letter and be assured that we will adhere to the shipping schedule.

With best wishes,

Sincerely yours,

DENOYER & GEPPERT COMPANY

FMK/ao

P. S. In accordance with your request, we are shipping the carrying case now so that the torso model belonging to this school can be circulated.

COPY

J. H. PENCE COMPANY

D I S T R I B U T O R S F O R

AMERICAN SEATING COMPANY

5107-09 Lakeside Ave. — P. O. Box 9517

RICHMOND 28, VIRGINIA

December 12, 1955

Note furniture

Mr. O. L. Emerick, Supt.,
Loudoun County Schools,
Leesburg, Virginia.

Dear Mr. Emerick:

Thank you for your letter of December 9th, advising that you received 2 extra wide tops in your shipment of desks last August.

Please return these tops to this office and we will have the factory replace them with 2 tops for the 15" chair desk.

Very truly yours,

J. H. PENCE COMPANY,

James R. Leidgen
JAMES R. LEIDGEN.

JRL:h

December 21, 1955

Virginia School Equipment Company
104 South Foushee Street
Richmond 14, Virginia

Gentlemen:

Please quote us on 72 square feet (4 x 18)
of Bancork bulletin board No. 37, spray green,
1/4 inch thick with burlap backing.

Very sincerely yours,

O. L. Emerick
Division Superintendent

OLE:mlt

December 21, 1955

The Flowers School Equipment Company
327 West Main Street
Richmond, Virginia

Gentlemen:

Please quote us on 72 square feet (4 x 18)
of Bancork bulletin board No. 37, spray green,
1/2
1/4 inch thick with burlap backing.

Very sincerely yours,

O. L. Emerick
Division Superintendent

OLE:mit



**GRAVES-HUMPHREYS
HARDWARE COMPANY, INC.**

40
10

*Exclusively Wholesale Hardware, Mill Supplies
Machinery and Sporting Goods*

1948 FRANKLIN ROAD, S. W. — PHONE 5551
ROANOKE 6, VIRGINIA

Bulletin Board

Cost: $18 \times 4 = 72 \times 80 = 75760$

50 ft $\frac{7}{8} \times 3\frac{1}{2} =$

5.00

3.00

Mould of
Paint

1.00

66.60

\$70

December 24, 1955

*file
furniture*

Flowers School Equipment Company

327 West Main Street

Richmond, Va.

Dear Sirs:

We should like to have one of your representatives drop by the Loudoun County High School and ^{talk} ~~take~~ to the Art teacher, Mrs. Legard, about some additional equipment in the art room. She has an understanding with me and can tell you exactly what to figure on for us. You furnished the other equipment now in the room and we should want it to match.

Very sincerely yours,

O. L. Emerick

FLOWERS SCHOOL EQUIPMENT CO., INC.

Manufacturers and Distributors

SCHOOL, CHURCH AND PUBLIC SEATING FURNITURE

327 WEST MAIN STREET

RICHMOND 20, VIRGINIA

TELEPHONE 7-4035

December 23, 1955

Mr. O. L. Emerick, Superintendent
Loudoun County School Board
Leesburg, Virginia

*file
furniture*

Dear Mr. Emerick:

This will acknowledge receipt of and thank you for your letter of December 21st requesting prices on Bancork bulletin board.

You will receive our quotation on the above on or before December 30th.

Very truly yours,

FLOWERS SCHOOL EQUIPMENT CO., INC.

Virginia Wade
(Miss) Virginia Wade

/vw

cc: WSH

FLOWERS SCHOOL EQUIPMENT CO., INC.

Manufacturers and Distributors

SCHOOL, CHURCH AND PUBLIC SEATING FURNITURE

327 WEST MAIN STREET

RICHMOND 20, VIRGINIA

TELEPHONE 7-4035

December 27, 1955

*files
furniture*

Mr. O. L. Emerick, Superintendent
Loudoun County School Board
Leesburg, Virginia

Dear Mr. Emerick:

This will acknowledge receipt of and thank you for your letter of December 24th reading as follows:

"We should like to have one of your representatives drop by the Loudoun County High School and talk to the Art teacher, Mrs. Legard, about some additional equipment in the room. She has an understanding with me and can tell you exactly what to figure on for us. You furnished the other equipment now in the room and we should want it to match."

We are asking our representative in your area, Mr. W. S. Hart, 507 Clayton Place, Hollin Hall Village, Alexandria, Virginia, to contact you during the week of January 2, 1956.

We wish to thank you for this opportunity, and we look forward, with pleasure, to serving you in the very near future.

Very truly yours,

FLOWERS SCHOOL EQUIPMENT CO., INC.

Virginia Wade
(Miss) Virginia Wade

/vw

cc: WSH



VIRGINIA SCHOOL EQUIPMENT COMPANY, Inc.

104 S. FOUSHEE ST. * RICHMOND 20, VIRGINIA * TELEPHONE 7-7484—7-4287

WILLIS O. JONES, JR.
PRESIDENT

HAYDEN C. BROWNSON
TREASURER

December 30, 1955

*accepted
1-3-56*

Mr. O. L. Emerick, Superintendent
Loudoun County School Board
Leesburg, Virginia

Dear Mr. Emerick:

Thank you for your letter of December 21.

We quote you on 72 square feet Bancork Bulletin Board $\frac{1}{4}$ " thick spray green with burlap backing the total price of \$56.71, which quotation covers one gallon of mastic cement sufficient to apply 100 square feet.

We would appreciate the order, and shipment will be made promptly from our factory in Pennsylvania.

Very truly yours,

VIRGINIA SCHOOL EQUIPMENT CO., INC.


Treasurer

HCB/dgs

Price covers delivery

furniture
?

January 3, 1956

Virginia School Equipment Co.

10 1/2 South Foushee Street

Richmond, Va.

Dear Sirs:

You will please furnish and send to us at Leesburg
72 square feet Bancork Bulletin Board 1/4 inch thick with
burlap backing , spray green , 4 feet by 18 feet in accordance
with your quotation dated Dec. 30, 1955, of \$56.71.

This includes one gallon of mastic cement.

Very sincerely yours,

O. L. Emerick
Division Superintendent

PHONE
7-4035

PROPOSAL

Quotation No. G-2409

From

Sheet 1 of 1 sheets

FLOWERS SCHOOL EQUIPMENT CO., INC.

Manufacturers and Distributors

SCHOOL, CHURCH AND PUBLIC SEATING FURNITURE

327 WEST MAIN STREET
RICHMOND 20, VIRGINIA
TELEPHONE 7-4035

Date: Dec. 30, 1955

TO Mr. O. L. Emerick, Superintendent SUBJECT
Loudoun County School Board
Leesburg, Virginia

Item	Quantity	DESCRIPTION	Unit Price	Total
		In accordance with your recent request, we are pleased to quote you as follows:		
	72	Sq. feet Spray Green corkboard, $\frac{1}{4}$ " thick burlaped back, for opening 4' x 18'	.75	54.00
		Price quoted above is FIRM, subject to acceptance within 10 days.		
		Price quoted above is f.o.b. Leesburg, Virginia.		
		Shipment: Approximately 2 to 3 weeks after receipt of order.		
		Terms: Net cash 30 days from date of shipment.		

TERMS OF PAYMENT TO THE FLOWERS SCHOOL EQUIPMENT CO., Inc., WHERE ITEMS ARE SOLD F.O.B. SHIPPING POINT, DELIVERED RAILROAD STATION, OR DELIVERED JOB SITE, NOT INSTALLED:

TERMS: Net 30 days Cash from date of each shipment. This means payment is due 30 days from date of each shipment of each item whether or not each item or complete order has been shipped—Or in accordance with our quotation or sales order.

TERMS OF PAYMENT TO THE FLOWERS SCHOOL EQUIPMENT CO., Inc., WHERE ITEMS ARE SOLD INSTALLED BY US:

TERMS: 85% net cash 30 days from date of shipment on each item shipped. The remaining balance of 15% is due net cash 30 days from completion and acceptance of installation.

Respectfully submitted,

FLOWERS SCHOOL EQUIPMENT CO., INC.

I. W. Alley
I. W. Alley, Sales Engineer

furniture

January 4, 1956

The Flowers School Equipment Company
327 West Main Street
Richmond, Virginia

Gentlemen:

Please send us:

7 - Tontine shades of 53 inches wide by 8 1/2 feet
long, cloth measurement; and mark package,
Lucketts School.

Very sincerely yours,

O. L. Emerick
Division Superintendent

OLE:mlt

FREIGHT BILL

LEESBURG VA

STATION

12/23/55

CONSIGNEE **LOUDOUN COUNTY SCHOOL BOARD HILLSBORO SCH**

FREIGHT NO.

120

DESTINATION **R MAH EX 56 W 12/23/55**

ROUTE **MPST&P WESTDANA B&O & WOD**

(POINT OF ORIGIN TO DESTINATION)

To **WASHINGTON AND OLD DOMINION RAILROAD, Dr.**, For Charges On Articles Transported:

file from

THE ORIGINAL PAID FREIGHT BILLS MUST BE SURRENDERED FOR OVERCHARGES TO BE REFUNDED, AND MUST ACCOMPANY CLAIMS FOR OVERCHARGE, LOSS OR DAMAGE.

**WE SERVE NORTHERN VIRGINIA
THANK YOU FOR THIS BUSINESS**

WAYBILLED FROM ROSELLE ILLINOIS		WAYBILL DATE AND NO. 12/13/55 1289		FULL NAME OF SHIPPER MIDWEST FOLDING PRODS ROSELLE ILL			CAR INITIALS AND NO.	
POINT AND DATE OF SHIPMENT		CONNECTING LINE REFERENCE		PREVIOUS WAYBILL REFERENCES			ORIGINAL CAR INITIALS AND NO. B&O 285916	
NUMBER OF PACKAGES, ARTICLES AND MARKS				WEIGHT	RATE	FREIGHT	ADVANCES	TOTAL
1 CARTON FOLDING TABLES WD & STL <i>175</i>				63	M	314	PREPAID	
LOCATION		RECEIVED PAYMENT FOR THE RAILROAD		†WEIGHT SYMBOL L.C.L.FR'GT	★TOTAL PREPAID		TOTAL	
WAREHOUSE	POST OR SECTION	19			\$			
				AGENT				
				CASHIER OR COLLECTOR				
		PER						

★ FOR USE AT JUNCTION POINTS ON FREIGHT SUBJECT TO CONNECTING LINE SETTLEMENT
† JUNCTION AGENTS WILL, ON CONNECTING LINE TRANSFERS, INDICATE BY SYMBOL HOW WEIGHT WAS OBTAINED

INVOICE

J. H. PENCE CO.

INV. NO. 4640

P. O. BOX 9517
RICHMOND, VA.

DATE DEC 13 1955

TERMS: 30 DAYS NET

CUST. NO. _____

CHARGED TO

Loudoun County School Board,
Leesburg, Virginia.

SHIPPED TO

file from

DATE SHIPPED

VIA prepaid

F. O. B. dest.

Marked for Hillsboro School:

1

#306M pedestal table with blond masonite top

\$26.58

*Paid 1-6-56
by Hillsboro P.T.A.*

December 21, 1955

Mrs. Margaret J. Bloom
Hillsboro School
Hillsboro, Virginia

Dear Mrs. Bloom:

I enclose copy of bill for the folding table.

Please make the check payable to J. H. Pence Company,
and send it to us.

Very sincerely yours,

O. L. Emerick
Division Superintendent

OLE:mlt

Enclosure

J. H. PENCE COMPANY

D I S T R I B U T O R S F O R

AMERICAN SEATING COMPANY

5107-09 Lakeside Ave. — P. O. Box 9517

RICHMOND 28, VIRGINIA

February 4, 1956

Miss Ruth Emerick, Clerk
Loudoun County School Board
Leesburg, Virginia

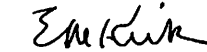
Dear Miss Emerick:

We are so pleased to know that both Mr. Emerick and Mrs. Emerick are improving so rapidly and will soon be home from the hospital.

We are mailing our check to Edwards Drug Store to cover the memo enclosed with your letter; and assume that the bill for the flowers will come to us for payment. Thank you so much for attending to this for Mr. Leidgen.

Very truly yours,

J.H. PENCE COMPANY



E.M. KIRK

EMK:s

furniture

March 23, 1956

J. H. Pence Company
Box 9517
Richmond, Virginia

Gentlemen:

Please send us two #306M pedestal tables with
blond masonite tops and mark package--Hillsboro School.

Very sincerely yours,

O. L. Emerick
Division Superintendent

OLE:mlt

VIRGINIA SCHOOL EQUIPMENT COMPANY

104 SOUTH FOUSHEE STREET

RICHMOND 20 VIRGINIA

furniture

SOLD TO LOUDOUN COUNTY SCHOOL BOARD
ATT: MR. O. L. EMERICK, DIV. SUPT.
LEESBURG, VIRGINIA

SHIPPED TO SAME

CUST'S ORDER NO. 7-3-56	OUR ORDER NO. 1651	INVOICE DATE 1-19-56	INVOICE NUMBER 86	SHIPPED VIA MOTOR FGT, PREPAID OUR ACT
DATE SHIPPED	SOLD BY BROWNSON	TERMS: NET 30 DAYS		

72 SQ. FT. BANCORK BULLETIN BOARD, 1/4" THICK CORK
MOUNTED ON 1/4" BURLAP BACKING, COLOR
SPRAY GREEN, SIZE AS FOLLOWS:

1 PC 4'-0" x 18'-0"

1 GAL MASTIC CEMENT FOR ABOVE

SUM OF

56 71

Main. 215
check before paying

THIS IS YOUR ACKNOWLEDGMENT

D IV