

M E M O R A N D U M

The American Tobacco Company
A DIVISION OF AMERICAN BRANDS, INC.

DATE	May 12, 1982
TO	Mr. N. H. Chester - Media Director
FROM	John J. Mellett - Media Supervisor
REF	Factory Boards

Our budget for the painting and repair of Factory Boards, Water Tanks, Trucks, etc. was \$22,000 at the start of the year 1982.

\$21,000 has been authorized for the repair and painting of seven units on our property at the Richmond Leaf Department.

Our Factory Boards Budget now stands at \$1,000.00.

L-145 { We have an authorization on hand in the amount of \$2,513 to cover the cost of mechanicals necessary to paint the board at our Richmond Leaf Department. *CARLTON 8000*

Further, \$1,550.00 is required for the painting of our 100,000 gallon water tank in Reidsville. *TAREYAN 2000*

In addition, there is a roof bulletin at our Durham Plant that is in need of painting and repair. Estimated cost \$8,000.00. *CARLTON 8000*

There are four bulletins at our Lexington Branch that are in need of painting. Estimated cost \$5,000.00. *5000 **

In Richmond, we have two tractor-trailer trucks that feature a CARLTON pack on the cab that also have to be updated. Estimated cost \$2,000.00. *CARLTON 2000*

Since all of this work will have to be done in 1982, I am requesting approval to increase our Factory Boards Budget by \$20,000.00.

May I please have approval.

*
CARLTON 3,000 /
TAREYAN 1,000
PML 1,000
Tobacco Shipping Signs (2)

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