

## ORANTIA FOUNDATION

## INTRA-OFFICE MEMORANDUM

To: Trustees

October 17, 1955

From: William S. Sadler, Jr.

Subject: Sale of Book to  
Strangers

cc: Russell Bucklin

We had our first strange inquiry over ANDover 3-6744 today. It is anticipated that we may have additional inquiries over the Foundation telephone, and that some of these may have to do with a request to purchase a book. Subject to the approval of the Trustees, I have established the following procedure:

1. We will ask the prospective purchaser to mail his check for \$10.25 to the Foundation office, 333 North Michigan Avenue (the 25¢ is for postage).
2. Edith or I will see that the check reaches the Foundation Treasurer promptly.
3. Uncollected funds. I don't believe that the Treasurer should authorize the release of a book immediately upon receipt of a check from a stranger. We should allow time for the check to clear before issuing Form 4 to the Joint Custodians instructing them to ship a book. It is one thing to take checks from our friends and another to accept them from strangers.

It is believed that this procedure will minimize traffic at 533 Diversey and will enable us to function saleswise with a minimum of commotion. Later on the Foundation can make settlement with the Brotherhood Corporation for books sold and for which checks have been deposited in the Foundation account.

