

PACKARD MOTOR CAR COMPANY

DETROIT, MICHIGAN

TO BE NOTED AND INITIALED BY

To PACKARD DISTRIBUTERS AND DEALERS

October 9, 1936

Subject ADDITIONS AND CHANGES PACKARD ACCOUNTING MANUAL FORM V-22

Gentlemen:

The following additions and changes are to be made in your copy of the Packard Standard Accounting Manual form V-22, effective immediately.

Open the following new manual account:

Pages 7 and 16. Account number 165, RESERVE DEALERS' QUANTITY DISCOUNT: Credit this account and debit account number 303, Cost Sales New Packard Cars Wholesale monthly with the proportionate amount to be paid those dealers qualifying for the additional discount on new cars sold and delivered by them in accordance with rider to dealers' agreement.

Change the following manual accounts:

Pages 6 and 14. Change the name of account number 121, STORES NEW PACKARD ONE TWENTY CARS to read STORES NEW PACKARD ONE TWENTY AND SIX CARS.

Pages 8, 19 and 20. Change the name of account number 201 SALES OF NEW PACKARD ONE TWENTY CARS RETAIL to read SALES OF NEW PACKARD ONE TWENTY AND SIX CARS RETAIL.

Account number 203-A. Change the name SALES OF NEW PACKARD ONE TWENTY CARS WHOLESALE to read SALES OF NEW PACKARD ONE TWENTY AND SIX CARS WHOLESALE.

Account number 213-A. Change the name SALES OF DEMONSTRATORS - PACKARD ONE TWENTY to read SALES OF DEMONSTRATORS - PACKARD ONE TWENTY AND SIX.

Pages 8 and 21. Change the name of account number 301, COST SALES NEW PACKARD ONE TWENTY CARS RETAIL to read COST SALES NEW PACKARD ONE TWENTY AND SIX CARS RETAIL.

Account number 303. Change the name COST SALES NEW PACKARD AND PACKARD ONE TWENTY CARS WHOLESALE to read COST SALES NEW PACKARD SENIOR, ONE TWENTY AND SIX CARS WHOLESALE.

Pages 6 and 13. Change the name of account number 117, DEPOSIT WITH MANUFACTURERS to read DEPOSITS.

Page 11. Add to the definition of account number 50, SALARY - SUPERVISION, the salaries of the wholesale and district managers are to be charged to this account.

Page 10. Add to the definition of account number 13, INSURANCE, building insurance not to be charged to this account

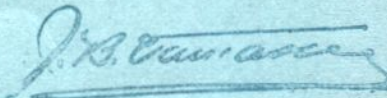
Page 10. Add to the definition of account number 14, CITY, COUNTY AND STATE TAXES, building taxes not to be charged to this account.

Page 9. Add to the definition of account number 2, SALARIES - CLERKS AND STENOGRAPHERS, salary of telephone operators to be charged to this account.

Page 9. Change the last sentence in the definition of account number 9, TELEPHONE, TELEGRAPH, POSTAGE, which now reads "general telegrams and all postage are chargeable to this account," to read "general telegrams and postage are chargeable to this account."

Yours very truly,

PACKARD MOTOR CAR COMPANY



J. B. VanTassel
Field Accountant

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Dealers' GL-844