

LOCKE-OBER COMPANY

THE TOBACCO INSTITUTE

FROM THE DESK OF

Dennis M. Dyer
Regional Vice President

1/18/89

To Whom It May Concern:

Please decide which
"pocket" will pay
this bill. I don't
care. You decide, but
please pay.

D. M. Dyer

Paul Enrick

I sent this one to
you earlier. What
is status?

DM
2/19/89

STATEMENT

1

TELEPHONE
617 542-1340

LOCKE - OBER COMPANY
3-4 WINTER PLACE
BOSTON, MASS. 02108

THIS REMINDER IS TO CALL YOUR ATTENTION TO THE UNPAID
BALANCE OF YOUR STATEMENT. MAY WE EXPECT YOUR CHECK.

MR DENNIS M DYER
THE TOBACCO INST
PO BOX 602
BEVERLY MA 01915

ACCT. NO. 29486

STATEMENT DATE DEC 31 1988

BALANCE 220.28

AMOUNT PAID

\$

PLEASE RETURN THIS STUB WITH YOUR PAYMENT

11-30	PREVIOUS BALANCE		217.02
	UNPAID BALANCE		217.02
	FINANCE CHARGE(.50 MIN.)	3.26	
STATEMENT DATE - DEC 31 1988		NEW BALANCE	220.28

OF THE ABOVE BALANCE 217.02 IS 30 DAYS OVERDUE

To avoid a FINANCE CHARGE on your next statement, full payment of the New Balance must be received before your next billing date.

NOTICE:

See reverse side and accompanying statement(s) for important information.

GUARDIAN BUSINESS SERVICE

LOCKE - OBER COMPANY

BILLING RIGHTS SUMMARY

Federal law requires us to advise you: In Case of Errors or Questions About Your Bill.

If you think your bill is wrong, or if you need more information about a transaction on your bill, write us at the address shown on your bill as soon as possible. We must hear from you no later than 60 days after we sent you the first bill on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights.

In your letter, give us the following information:

- Your name and account number
- The dollar amount of the suspected error
- Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

Special Rule for Credit Card Purchases

If you have a problem with the quality of goods or services that you purchased with a credit card, and you have tried in good faith to correct the problem with us, you may not have to pay the remaining amount due on the goods or services.

This account may be paid in full before your next Billing Date to avoid a Finance Charge on your next statement. Any FINANCE CHARGE up to 50 cents is a minimum charge. Any FINANCE CHARGE in excess of this minimum was determined by applying a 1 1/2 percent periodic rate (18% ANNUAL PERCENTAGE RATE) to the Finance Charge Base. The Finance Charge Base (on which the Finance Charge is based) is determined by the UNPAID BALANCE shown on your statement.

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GUARDIAN
BUSINESS SERVICES

MEMORANDUM

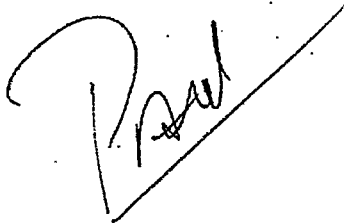
December 16, 1988

TO: Susan Stuntz
FROM: Dennis Dyer
RE: Meeting on Development of MA Labor IAQ Bill

Attached is an invoice for the luncheon meeting held on November 29 in Boston with Mike Forsey to discuss the development of the Massachusetts labor indoor air quality bill. The attendees were: Mike Forsey, James Tiernan, Joe Joyce (Sheet Metal Workers), Margaret O'Connor (AFL-CIO), Martin Foley (AFL-CIO), and myself.

Would you please take care of payment of this invoice. Should you have any questions, please give me a call.

DMD/spg
Attachment



STATEMENT

TELEPHONE
617 542-1340

LOCKE - OBER COMPANY
3-4 WINTER PLACE
BOSTON, MASS. 02108

MR DENNIS M DYER
THE TOBACCO INST
PO BOX 602
BEVERLY MA 01915

ACCT. NO. 29486

STATEMENT DATE NOV 30 1988

BALANCE 217.02

PLEASE RETURN THIS STUB WITH YOUR PAYMENT

AMOUNT PAID \$

DATE	DESCRIPTION / REFERENCE	CHARGES	CREDITS	BALANCE
11-29	DINING CHARGES	217.02		
STATEMENT DATE - NOV 30 1988		NEW BALANCE		217.02

To avoid a FINANCE CHARGE on your next statement, full payment of the New Balance must be received before your next billing date.

GUARDIAN BUSINESS SERVICE

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LOCKE - OBER COMPANY



THE TOBACCO INSTITUTE

1875 I STREET, NORTHWEST
WASHINGTON, DC 20006

059093 THE NATIONAL BANK
OLD OFFICE
WASHINGTON, D.C.

15-3
540

CHECK NO.	CHECK DATE	AMOUNT
059093	12/30/88	\$ ****217.02

TO THE ORDER OF

PAY IN DOLLARS

*****TWO HUNDRED SEVENTEEN AND 02/100*****

LOCKE-OBER COMPANY
3-4 WINTER PLACE
BOSTON MA 02108

NON - NEGOTIABLE

⑈059093⑈ ⑆054000030⑆ 12008219752⑈

DETACH BEFORE DEPOSITING NO OTHER RECEIPT REQUIRED



THE TOBACCO INSTITUTE

1875 I STREET, NORTHWEST
WASHINGTON, DC 20006

003894	12/30/88	059093
VENDOR NUMBER	CHECK DATE	CHECK NUMBER

LOCKE-OBER COMPANY

DOCUMENT DATE	DOCUMENT NO.	DOC NUMBER	REFERENCE NO.	DOCUMENT AMOUNT	DISCOUNT	NET AMOUNT
12/27/88	1/2900000	1401-4001-0000	IMPAN10277	217.02		217.02
		1401-4001-0000-		217.02		
		1401-4001-MA01		217.02		

217.02

217.02

CHECK REQUEST

Date: December-27, 1988

Amount \$ 217.02

Pay To: Locke-Ober Company

3-4 Winter Place

Boston, Massachusetts 02108

-003894

Explanation: Luncheon Meeting held on November 29 in Boston with
Mike Forsey to discuss the development of the Massachusetts
labor indoor air quality bill. (See attached for attendees)

DISTRIBUTION OF CHARGES

12 11/29 Meet.

Cost Center Number	Account Number	Explanation	Amount
1401	4000 MA01 (CPSP)	Luncheon Mtg for Indoor Air Quality Bill	\$217.02 <i>m</i>
<i>SEE APPROVAL for approval FROM BC</i>		RECEIVED DEC 29 1988 ACCOUNTING	<i>T</i>

Requested by: Dennis Dyer

Approved by: *B. J. Cunniff*

Put Check in Mail

Return check to for transmittal

Need by: Next Check Run

MEMORANDUM

December 16, 1988

TO: Susan Stuntz
FROM: Dennis Dyer *D.M. Dyer*
RE: Meeting on Development of MA Labor IAQ Bill

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DMD/spg
Attachment

Paul Emrick

I'd like to discuss requests from field staff that PR reimburse normal travel & entertainment expenses incurred as part of the labor program. Such expenses are not chargeable to CMC. bad, unless I approve them in advance (and I haven't in any of these cases), I won't approve them for payment to PR. Don't these guys have a general entertainment expense account? That's where this should be charged.

SMS
12/20/88

DATE	DESCRIPTION / REFERENCE	CHARGES	CREDITS	BALANCE
11-29	DINING CHARGES	217.02		
STATEMENT DATE - NOV 30 1988		NEW BALANCE		217.02

1401-4000 MA01 (CPSP)
 WAC

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