

## UNITED STATES INFORMATION AGENCY WASHINGTON

January 31, 1962

Dear Miss Gilpin:

We have reviewed our published

stories and wish to return the material

listed below which was received from you.

Thanks so much for your cooperation. The Maria Martinez transparency we are using will be returned when it comes back from the engraver. The story will appear in our March issue, and you will receive copies of this issue in March. Sincerely yours,

Laura Winstow

Laura Winslow Picture Section America Illustrated

Within a few days you will receive a purchase order for payment for the use of your picture.

Enclosures: on <u>Navajos and Maria Martinez</u> 15- 8x10 black and white print s 1-5x7 black and white print 1-4x5 color transparency 8- 2 1/4X 2 1/4 transparencies

Miss Laura Gilpin Box 1173 Santa Fe, New Mexico

POINT OF ISSUE	1A-24 (REV.) 10-25-57 PURCHASE ORDER					THIS NUMBER MUST APPEAR ON ALL PACKAGES AND PAPERS RELATING TO THIS ORDER.			
U. S. INFORMATION AGENCY, Washington, D.C.				ORDER NO. 16400-62					
FOR:			DATE /9/62						
APPROPRIATION	NO.	6400 FUNDS AVAILABLE	ALLOTMENT. AC	and a state of the second		J. CLASS			
то	DITE. NO. I	CONSIGNEE AND DESTINATION							
L Box 11'	aura Gilpin 73 Fe, New Mex		Picture P 1776 Pe	nformatio Section ennsylvan gton 25,	n nia Av	ncy enue, N.W	ı <b>.</b>		
REQUISITION NO.		INVITATION NO.	CONTRACT NO.			TERMS Net			
F. O. B. POINT Washington, D.C.		SHIP VIA	GOV. B/L NO.	B/L NO.			TIME FOR DELIVERY		
ITEM NO.		ARTICLES OR SERVICES		QUANTITY	UNIT	UNIT PRICE	AMOUNT		
		a in the performance of services agre							
	Information	ment is the sole judge of acceptable is that he is this sole owner of the for a described work, and hereby grants Agency and its assigns sold rights or royalty-free basis."	ty of work eign rights				\$50.00		

WHICH MUST BE CAREFULLY FOLLOWED.

## U. S. INFORMATION AGENCY

## Instructions to Vendors

- PACKING AND SHIPPING—Containers shall be plainly and substantially marked to show the purchase order number, a brief description of the contents including the form number, if any, quantity, and vendor's name. The receiving office reserves the right to reject any deliveries which do not bear such identification.
- 2. NOTIFICATION OF FINAL SHIPMENT—If a post card is enclosed, complete and mail the self-addressed post card immediately after final shipment is made. No postage required.
- SUBMISSION OF BILLS—Vendors should render their bills in the following manner in order to insure prompt payment:

(a) Submit promptly original and two copies of invoice upon complete delivery of all items covered by this order, unless otherwise specified.

(b) The invoice shall be prepared to conform with the purchase order, showing number and date of order, date of delivery, description of each item, quantity, unit cost, and total amount.

(c) The invoice should also bear an invoice number or identification to enable positive and immediate association with the related payment check.

(d) Show Parcel Post charges, if any, as a separate item on the invoice, indicating the gross weight and shipping point. (Prepaid freight or express charges must be supported by the original freight or express receipts.)

(e) Show terms or cash discount on the invoice, even if the terms are net.

(f) Submit invoice as follows:

720100 0blig. No. 16400 "WODS AVGILLE.

U. S. DIFORMATION AGENCY, "Sparageon, u.G.

U. S. Information Agency Finance Division Washington 25, D. C.

(g) Payment for materials, supplies and services, including rent, telephone, telegraph and utility services cannot be made in advance.

a.s. INTOTHERTON Reach