

Craig W. Jensen

Edition Binding

Conservation Services

Custom Boxing

Mr Stuart Gentling
4801 Harley St.
Ft. Worth, Texas 76107

June 10, 1984

Dear Stuart,

I am sorry to have not been in touch with you sooner. I have been away to professional meetings and visiting my family in Los Angeles. But, excuses set aside, I have worked out a schedule of what will be needed to get the box project started.

<u>ITEM</u>	<u>USE AND DESCRIPTION</u>	<u>COST</u>	<u>SHIP TIME</u>
Cutter	110 cm Vagelli board shear	\$4500.00	7-9 weeks
Press	30"x50" platen, custom made	\$1000.00	4-6 weeks
Board	60 pt. acid free for wall construct.	\$11,115.00	
Board	80 pt. acid free for tray bases	\$4,560.00	
Board	100 pt. acid free for case construct.	\$4200.00	2-3 mons
	approx. shipping for board	\$1800.00	
Cloth	linen book cloth	\$6,450.00	2-3 mons
	approx. shipping for cloth	\$500.00	
Paper	For lining portfolios and trays	\$1700.00	4-6 weeks
Glue		\$1300.00	4-6 weeks
	approx. shipping for glue	\$200.00	
Total		\$37325.00	

All of these prices are, as always, subject to change until I can confirm an order. Shipping costs are only approximated.

As you can see there is going to be quite a bit of time from ordering till the goods can be delivered. I advise we start ordering as soon as possible to prevent any delay. Having done edition work before, I am all too keenly aware that the binder is the receipt of all the previous parties delays.

Some quick figuring of the above will let you know that the per box equipment and materials cost is \$71.10. I will need all of this money up

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front in order to start the project and I propose that we establish a weekly or monthly delivery schedule of finished boxes. Upon delivery of each group of boxes I would then be paid the balance of \$128.90 per box. This would allow me to pay my sub contractors regularly and generally keep everybody happy. I will supervise the work and production of the people working for me and that would only leave you to have to worry about me and the quality of job that I do.

The matter of materials storage is something I believe you need to discuss with David and me. I think that David has some ideas of how this problem can be solved. I have not included in the above price schedule the cost of renting a storage facility.

Finally, for now, I have done some investigation into the paper question and I have come up with a recommendation that I feel quite good about. The paper is called Essex Offset. It is a machine made paper of 100% rag content and acid-free. It comes in two finishes, a regular vellum type finish and a kid finish which is very smooth. The kid finish is designed to be used for printing offset reproductions of paintings and is reported to be easy to print and produces a very crisp dot. It comes in a highwhite color. Following are the specifications of the various weights.

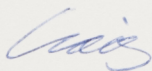
ESSEX OFFSET

Kid finish 80 lb. Cover 23"x35"	248 lbs/1000 shts.	\$53.25/100 shts.
Kid finish 100lb. Cover 23"x35"	310 lbs/1000 shts.	\$62.10/100 shts.

I believe this to be a very good price for this paper. In the quantities you will be ordering I can get the shipping free to where ever you would like. Terms on the deal will have to be discussed when you are ready to order.

I look forward to hearing from you soon. I am very excited about the project and want to start in as soon as possible.

Sincerely yours,



Craig W. Jensen