



E. A. WRIGHT COMPANY

ESTABLISHED 1872

ENGRAVERS · PRINTERS · LITHOGRAPHERS

2545 NORTH BROAD STREET

PHILADELPHIA

November 22, 1940

Mrs. W. M. Thomas, Registrar
Georgia State Woman's College
Valdosta, Georgia

Dear Mrs. Thomas:

We are glad to enclose formal acknowledgment of the order which has been entered to arrange for your diploma requirements in accordance with the notation on our October 9th letter.

We will be glad to receive the date of Commencement, and are enclosing a rough impression of your diploma on which the changes can be indicated.

The return of this at your earliest convenience will be appreciated and enable us to arrange for this portion of the work.

May we take this opportunity of again expressing our appreciation of your many courtesies, assuring you of our continued efforts to serve you in accordance with your wishes.

Very truly yours,

E. A. WRIGHT COMPANY

S. P. Bickel-z
Manager of Department

S. P. Bickel-z
Enc.

*Form returned
Nov. 25, 1940:
June 6, 1941
Date of Commencement*

November 20, 1940

Williams Printing Company
Rhodes Building
Atlanta, Georgia

Dear Sirs:

We were informed by the State Purchasing Department that our order (#8509P) for individual record forms was placed with you on November 1. Please let us know when we may expect shipment of this order.

Sincerely yours

Mrs. Caroline P. Thomas
Registrar

C



E. A. WRIGHT COMPANY

ESTABLISHED 1872

BANK NOTE AND GENERAL ENGRAVERS

PRINTERS · LITHOGRAPHERS · STATIONERS

2545 NORTH BROAD STREET

PHILADELPHIA

October 16, 1939

Georgia State Woman's College
c/o Mrs. W. M. Thomas, Reg.
Valdosta, Ga.

Dear Mrs. Thomas:

On September 21st we wrote calling attention to the June account in the amount of \$112.98 but regret that we have not received reply.

As this account is now considerably past our regular terms we again kindly request your co-operation in the settlement of this account by the 20th of October.

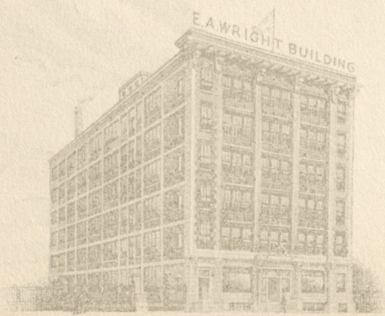
Your assistance in this matter will be greatly appreciated.

Very truly yours,

E. A. WRIGHT COMPANY

J. B. Tyson
Manager Dept. of Finance

J. B. Tyson R



SIXTY-SEVEN YEARS OF CONTINUOUS SERVICE

THE GEORGIA STATE WOMANS COLLEGE
VALDOSTA, GEORGIA

OFFICE OF THE PRESIDENT

This stock
expensed
5M lots
6.50 M

1500 paper + env.
1000 " " "
\$32.50

6.50 M
paper / Pres size

8.50 M
env.

~~Strathmore Bond~~
75% Rog content

Under \$50
Pres.



Supervisor of Purchases

State Capitol

Atlanta

O. G. GLOVER
SUPERVISOR

J. J. MANGHAM, JR.
ASST. SUPERVISOR

September 26, 1940

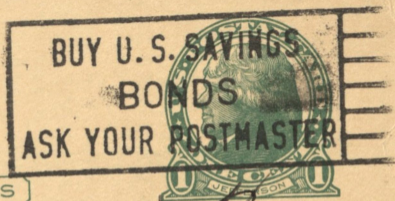
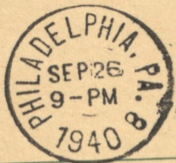
Mrs. Caroline P. Thomas, Registrar
Georgia State Womans College
Valdosta, Georgia

Dear Mrs. Thomas:

We have instructed the Bowen Press
that the order for the transcripts has
been cancelled.

Yours very truly,

O. W. Passavant
Asst. Supervisor of Purchases



THIS SIDE OF CARD IS FOR ADDRESS

Georgia State Romanus Colley
c/o Mrs. W.M. Thomas Register
Valdosta
Georgia

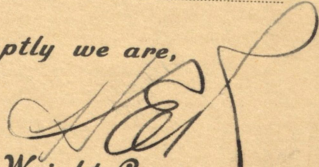
E. A. WRIGHT COMPANY
 ENGRAVING AND PRINTING IN ALL KNOWN ARTS
 MANUFACTURING STATIONERS
 BROAD AND HUNTINGDON STREETS
 PHILADELPHIA

9/26/40 193
 We today shipped you by P.P.S. & D 1 P.M.
 your order for 5 boxes & cases

arrived Sept. 28, 1940

Hoping the order will reach you promptly we are,

Very truly yours,


 E. A. Wright Company

NOTE—If these goods are not received promptly, take this card to the express, freight or post office and make inquiry—you will expedite delivery by doing so. Do this before reporting to us.

E.A. WRIGHT COMPANY

ENGRAVERS · PRINTERS · STATIONERS

2545 NORTH BROAD STREET

PHILADELPHIA

ACKNOWLEDGMENT OF ORDER

NOT A BILL

Order Entered Send Proof Will Ship Occurs

11/21/40

In corresponding, refer to our Order No.

Customer's Order No.

Our Order No.

D
19456

Charge to Georgia State Woman's College
c/o Mrs. W. M. Thomas, Registrar
Valdosta, Georgia

Ship F. O. B. Phila., via:
To

Same

Terms:

Charge Accounts to be paid first of month following date of bill. Not responsible for money paid to agents.

Name of Order

Georgia State Woman's College

Your order is accepted with the understanding that we are not held responsible for slight variations in weight, finish or color of stock, nor for delays beyond our control. Our responsibility ceases after delivery to common carrier. This order is made especially for you, stock and materials ordered—cancellation cannot be accepted. Reasonable over-run or shortage will constitute a completed order. The Custody of All Plates and Engravings is Required.

35?

Diplomas and Cases

© 2.70 ea. inc. engraving
& stamping individual
names



SPECIALIZING
in fine Diplomas
E. A. WRIGHT COMPANY

ESTABLISHED 1872
ENGRAVERS · PRINTERS · LITHOGRAPHERS

2545 NORTH BROAD STREET
PHILADELPHIA

September 21, 1940

Mrs. W. M. Thomas, Registrar
Georgia State Woman's College
Valdosta, Georgia

Dear Mrs. Thomas:

Thank you for your purchase order No. 7489-P
for the furnishing of five diplomas and
cases, diploma to be dated June 7, 1940.

This work will have prompt and careful
attention.

Very truly yours,

E. A. WRIGHT COMPANY

Manager of Department

S.P. Bickel-z



September 21, 1940

Mr. O. W. Passavant
Assistant Supervisor of Purchases
State Capitol
Atlanta, Georgia

Dear Mr. Passavant:

Inclosed is a letter which we received today from
Mr. J. O. Bowen of the Bowen Press.

When I wrote to you on September 2, advising you
that the Southern Stationery and Printing Company
had also received an order for the printing of
the transcript forms, I was advised by your office
to keep the forms delivered by the Valdosta concern.
As you did not tell me to write to the Bowen Press,
I assumed that you were writing to them. Please
let this company know what disposition you have made
of this matter.

(I believe the number of the State Purchase Order
received by the Southern Stationery and Printing
Company was 6718 B.)

Thanking you for whatever help you may be able to
give in this matter, I am

Sincerely yours

Mrs. Caroline P. Thomas
Registrar

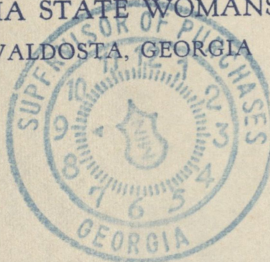
C

Copy to Bowen Press

*Letter from Bowen
asking that proof
be returned*

THE GEORGIA STATE WOMANS COLLEGE
VALDOSTA, GEORGIA

OFFICE OF THE PRESIDENT



September 2, 1940

SEP-41940

Mr. O. W. Passevart
Assistant Supervisor of Purchases
State Capitol
Atlanta, Georgia

Dear Mr. Passevart:

Mr. J. R. Dusenbury, treasurer in this institution,
has asked me to take up this matter with you.

On yesterday I received the inclosure from the Bowen Press. I have checked the proof, and it is ready to be returned. However, a week or more ago Mr. Hollis Oliver, of the Southern Stationery and Printing Company, of Valdosta, submitted a proof on the transcript form, and a thousand of the forms have been delivered to this office. Mr. Oliver tells me that he received the usual kind of order from your office, about ten days ago, before he began work on the form.

Please advise me whether I should return the blanks already delivered to this office.

Sincerely yours

Caroline P. Thomas

Mrs. Caroline P. Thomas
Registrar

C

Please retain forms you already have.

O. W. Passavart
Asst. Supervisor of Purchases

By Wain Dickens

July 13, 1940

Clint W. Lee Co.
Seattle, Washington

Dear Sirs:

A few days after we ordered the four junior college diplomas, another student applied for the diploma, and her name was handed to the Purchasing Agent that the order might be sent on to you. In some way, the order did not go forward. I write now to request that you send us one additional junior college diploma:

Name:- Kathryn Bell Raynor

Date:- June 7, 1940

A check for \$4.65 is inclosed. This includes payment for five diplomas at ninety cents each, and fifteen cents postage on the first order. Ten cents in stamps is inclosed, to pay postage on the present order of one diploma.

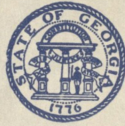
I hope you will be able to accomodate us on this small order. I am sorry that it did not go forward earlier, when you had the plate set up for impressions.

Thanking you for your helpfulness, I remain

Sincerely yours

Mrs. Caroline P. Thomas
Registrar

C



Supervisor of Purchases

DIVISION OF PRINTING

92 Mitchell Street, S. W.

Atlanta

O. G. GLOVER
SUPERVISOR

O. W. PASSAVANT
ASST. SUPERVISOR

June 19, 1940

Dr. Frank Reade
President G. S. W. C.
Valdosta, Georgia

Dear Dr. Reade:

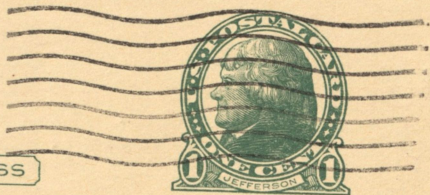
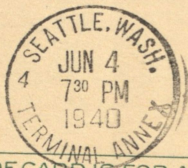
Thank you for the agreement with the Wright Company, which I am returning, after having made copies for my file.

Please let me have your requisitions for printing as soon as possible, as I feel sure you must need the catalogue and folder.

Yours very truly,

O. W. Passavant
Asst. Supervisor

*I've been
with Mr. P.
for 2 days past!
J.R.R.*



THIS SIDE OF CARD IS FOR ADDRESS

Mr. J. R. Dusenbury
Purchasing Agent
Georgia State Woman's College
Valdosta, Georgia

June 4, 19 40

This will acknowledge receipt of your order for 4 diplomas for
Annelle Davis, LaVerne Herring, Mary Elizabeth Perdue and
Mary Alice Tumlin.

Thank you.

Remarks: These will be sent out to you as soon as they
are completed.

CLINT W. LEE COMPANY

Pine at Summit

SEATTLE, WASHINGTON

H. S. Canfield

1560 NORTH DECATUR ROAD
ATLANTA, GEORGIA

Collegiate Caps & Gowns

HERFF-JONES CO.
JEWELERS & STATIONERS

Clint W. Lee Company
DIPLOMAS

May 20, 1940

My dear Mrs. Thomas;

I am sure Clint W. Lee Company (Pine at Summit, Seattle Wash.), would be glad to accommodate you even for this small quantity of Diplomas.

Suggest you send the data by air-mail at once, as they are terribly busy and time is mighty close to Graduation.

The price will be approximately the same, and assure you this will be satisfactory to you. They have the plate and will hold it permanently so as to be in a position to accommodate you any time in the future.

With best wishes and thanks always for the privilege of serving you.

Very sincerely yours,

H S Canfield
H S Canfield

May 17, 1940

Mr. H. S. Canfield
1560 North Decatur Road
Atlanta, Georgia

Dear Mr. Canfield:

You will recall that we formerly bought our two-year (Junior College) diplomas from you. The number of students who wanted two-year diplomas dwindled from year to year, until in 1938 one, three got diplomas and in 1939, none at all.

This year, four sophomores want diplomas. Does your company still have our plate, and would they consider making these four for us? Of course, we know that on such a small order the price would be higher than that called for on the contract we had with you.

Please let us know whether your company would accomodate us in this matter, and the price they would charge.

With all good wishes, I remain

Sincerely yours,

Mrs. Caroline P. Thomas,
Registrar.

C



J. P. Stevens
ENGRAVING COMPANY
103 PEACHTREE STREET

HIGH SCHOOL
AND COLLEGE
INVITATIONS
DIPLOMAS

ATLANTA
GEORGIA

May 2, 1940

The Georgia State Womans College

Valdosta, Georgia

Attention: Mr. J. R. Dusenbury
Purchasing Agent

Gentlemen:

We have received your order No. 4468 calling for 500 commencement invitations engraved like the sample and copy submitted. This work will have our careful attention and we expect to make shipment in about two weeks. Since we are duplicating the form used last year with the changes in date we think it unnecessary to submit proof and are proceeding with the work. We will, of course, guarantee the work to be first class in every respect and according to the copy submitted.

Assuring you of our appreciation of this business and soliciting your further favors, we are

Yours very truly,

J. P. STEVENS ENGRAVING CO.

BY

H. E. Sheats



E. A. WRIGHT COMPANY

ESTABLISHED 1872

ENGRAVERS · PRINTERS · LITHOGRAPHERS

2545 NORTH BROAD STREET

PHILADELPHIA

April 22, 1940

Mrs. Caroline P. Thomas, Registrar
The Georgia State Womans College
Valdosta, Georgia

Dear Mrs. Thomas:

Thank you for your April 18th letter enclosing purchase order No. 4456 and the list of graduates for diplomas to be dated June 7, 1940. We also acknowledge your purchase order No. 4458 for one additional diploma for which we will also provide the usual leather case.

We realize the conditions surrounding the order which you may have in August and assure you that we are most anxious to extend full cooperation.

Accordingly, we will be glad to take care of this small quantity at the same price as charged for the regular order, and hope that this arrangement will be entirely satisfactory to you.

Very truly yours,

E. A. WRIGHT COMPANY

D. P. Bickel-o
Manager of Department

S.P.Bickel-o



PHILADELPHIA · NEW YORK · CHICAGO · DETROIT · BOSTON



E. A. WRIGHT COMPANY

ESTABLISHED 1872

ENGRAVERS · PRINTERS · LITHOGRAPHERS

2545 NORTH BROAD STREET

PHILADELPHIA

April 12, 1940

Mrs. W. M. Thomas, Registrar
Georgia State Woman's College
Valdosta, Ga.

Dear Mrs. Thomas:

It would be of considerable assistance to us to receive at this time the list of graduates together with the date of Commencement.

This would enable us to arrange for the completion of your Diplomas, and we thank you in advance for your reply which will have immediate attention.

Very truly yours,

E. A. WRIGHT COMPANY

S. P. Bickel
Manager of Department

S.P.Bickel-h



PHILADELPHIA

NEW YORK

CHICAGO

DETROIT

BOSTON

April 18, 1940

E. A. Wright Company
2545 North Broad Street
Philadelphia, Pennsylvania

Attention: Mr. S. P. Bickel

Dear Sir:

Inclosed is a list of our graduates, sent in answer to your request of April 12. The date of commencement is June 7, 1940.

Several of our students will complete their work for the degree at the end of summer school 1940. What additional charge would you make if we sent you an order some time in August for not more than eight and not less than five diplomas? Date of graduation would be the same -- June 7, 1940.

Sincerely yours,

Mrs. Caroline P. Thomas,
Registrar.

C



SPECIALIZING
in fine Diplomas

E. A. WRIGHT COMPANY

ESTABLISHED 1872

ENGRAVERS · PRINTERS · LITHOGRAPHERS

2545 NORTH BROAD STREET

PHILADELPHIA

March 5, 1940

Mrs. W. M. Thomas, Registrar
Georgia State Woman's College
Valdosta, Georgia

Dear Mrs. Thomas:

We take pleasure in submitting a rough
proof of your diploma plate showing the
alteration of the date clause.

The approval and return of this, at your
earliest convenience, will be appreciated
and enable us to proceed with the work.

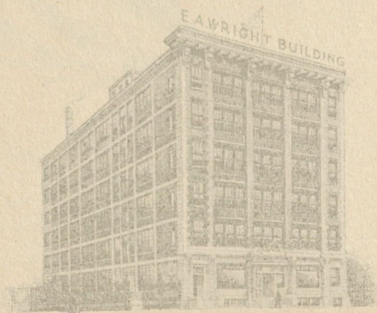
Very truly yours,

E. A. WRIGHT COMPANY

D. P. Bickel
Manager of Department

S.P. Bickel-o
enc.

Mar-9-1940



SIXTY-SEVEN YEARS OF CONTINUOUS SERVICE



J. P. Stevens
ENGRAVING COMPANY
 103 PEACHTREE STREET

HIGH SCHOOL
 AND COLLEGE
 INVITATIONS
 DIPLOMAS

ATLANTA
GEORGIA

March 4, 1940

Georgia State Womans College
 Valdosta, Georgia

Attention: Mrs. Thomas

Dear Mrs. Thomas:

We are forwarding to you by separate mail a mounted invitation sample #4043 which is the same as we furnished your college last year. The prices of this invitation in different quantities including double envelopes to match are as follows:

300	7¢ each
500	8¢ each
750	6-1/2¢ each
1000	5-1/2¢ each.

In addition to the mounted sample we are sending our regular line of un-mounted samples together with a general price list. If you use your regular seal and plate, with the necessary changes in dates, there will be a reduction in price from the regular list. The reduction depends on the quantity ordered also the exact invitation selected and therefore it is impracticable to give you exact quotations at this time. If you are interested in some of the un-mounted samples please give us further information and we will quote prices promptly.

Hoping to have the pleasure of serving you, we are

Yours very truly,

J. P. STEVENS ENGRAVING CO.

BY

H. E. Sheats

H. E. Sheats



J. P. Stevens

ENGRAVING COMPANY
103 PEACHTREE STREET

HIGH SCHOOL
AND COLLEGE
INVITATIONS
DIPLOMAS

ATLANTA
GEORGIA

May 11, 1939

Mrs. Caroline P. Thomas
Georgia State Womans College
Valdosta, Georgia

Dear Mrs. Thomas:

We have about twenty-five of your graduation invitations that we can furnish at the same price of the original order. If you need these invitations we will ship them to you promptly.

Yours very truly,

J. P. STEVENS ENGRAVING CO.

BY

H. E. Sheats

id

October 19, 1939

Mr. J. B. Tyson
Manager, Dept. of Finance
E. A. Wright Company
2545 North Broad Street
Philadelphia, Pennsylvania

Dear Mr. Tyson:

Thank you for your letter of October 16. Each spring, when our order for diplomas is sent to you, I simply turn the list over to our Financial Agent, Mr. J. R. Dusenbury, through whose office all orders must pass. The bill (in usual procedure) is received by him, and paid through his office. For this reason, the two or three letters I have had from you, calling attention to this bill, I have passed on to Mr. Dusenbury. I am sorry he has not seen fit to give you an explanation as to this account.

It seems that under some grandfather clause or other, all accounts unpaid by the State of Georgia when the fiscal year ends on June 30 remain unpaid; at any rate, this is true in the University System, and particularly in regard to salaries! President Reade and Mr. Dusenbury have both felt confident all along that we would be given a special appropriation to take care of these accounts, and because they were expecting such an appropriation at any time, they have not written to creditors explaining the situation. I believe we now have definite promise of funds to take care of such accounts, and Mr. Dusenbury tells me he hopes to be able to pay these soon.

Any further correspondence in regard to this should be addressed to Mr. Dusenbury.

Sincerely yours,

Mrs. Caroline P. Thomas,
Registrar.

H. S. Canfield

1560 NORTH DECATUR ROAD
ATLANTA, GEORGIA

HERFF-JONES CO.
JEWELERS & STATIONERS

"Collegiate"
COLLEGIATE Caps & Gowns

Clint W. Lee Company
DIPLOMAS

April 22, 1939

Mrs. W. M. Thomas
G. S. W. C.
Valdosta, Georgia

My dear Mrs. Thomas:

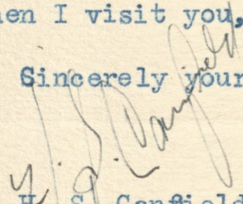
When you wrote me several weeks ago, there was so much uncertainty as to the approximate number of diplomas wanted for the two year course, I thought it best not to advise the factory to make up any at all.

In the event you have not sent the final, such as the names and date, will you please write them the approximate number or better still, give them the complete data, otherwise it may be difficult to get them on time, due to the shorter hours and the terrible rush they seem to be in at this time.

I am enclosing an airmail envelope for your letter to them.

Thanks for this nice order and for the genuine hospitality that is always mine when I visit you, I am

Sincerely yours


H. S. Canfield

HSC/r

encl



J. P. Stevens
ENGRAVING COMPANY
103 PEACHTREE STREET

HIGH SCHOOL
AND COLLEGE
INVITATIONS
DIPLOMAS

ATLANTA
GEORGIA

April 21, 1939

The Georgia State Womans College
Valdosta, Georgia

Attention: Mr. J. R. Dusenbury
Purchasing Agent

Gentlemen:

We have received your order No. 4193 calling for five hundred commencement invitations at a price of 9¢ each. This work is having our careful attention and we expect to submit proof of the form within a few days.

Assuring you of our appreciation of this business and soliciting your further favors, we are

Yours very truly,

J. P. STEVENS ENGRAVING CO.

BY

H. E. Sheats

id

H. S. Canfield

1560 NORTH DECATUR ROAD
ATLANTA, GEORGIA

HERFF-JONES CO.
JEWELERS & STATIONERS

"COLLEGIATE"
Caps & Gowns

Clint-W. Lee Company
DIPLOMAS

April 22, 1939

Mrs. W. M. Thomas
G. S. W. C.
Valdosta, Georgia

My dear Mrs. Thomas:

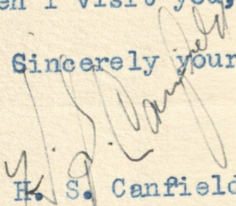
When you wrote me several weeks ago, there was so much uncertainty as to the approximate number of diplomas wanted for the two year course, I thought it best not to advise the factory to make up any at all.

In the event you have not sent the final, such as the names and date, will you please write them the approximate number or better still, give them the complete data, otherwise it may be difficult to get them on time, due to the shorter hours and the terrible rush they seem to be in at this time.

I am enclosing an airmail envelope for your letter to them.

Thanks for this nice order and for the genuine hospitality that is always mine when I visit you, I am

Sincerely yours


H. S. Canfield

HSC/r

encl



J. P. Stevens
ENGRAVING COMPANY
103 PEACHTREE STREET

HIGH SCHOOL
AND COLLEGE
INVITATIONS
DIPLOMAS

ATLANTA
GEORGIA

April 18, 1939

The Georgia State Womans College

Valdosta, Georgia

Attention: Mrs. Caroline P. Thomas

Dear Mrs. Thomas:

We have received your letter of the 17th and are entering order for five hundred invitations engraved like the sample and copy submitted. We will use your standard college seal, and the Script lettering as shown by the Montezuma High School sample. As soon as the necessary engraving has been completed we will forward finished proof for your approval.

Assuring you of our appreciation of the business and hoping you will be entirely pleased with our work, we are

Yours very truly,

J. P. STEVENS ENGRAVING CO.

BY

H. E. Sheats

April 17, 1939

Mr. H. E. Sheats
J. P. Stevens Engraving Co.
103 Peachtree Street
Atlanta, Georgia

Dear Mr. Sheats:

Thank you for your letter of April 13. We should like for you to furnish us with 500 invitations, using the seal die you have, (two envelopes for each invitation), at 9¢ each.

Our committee prefers the type of invitation used by the Montezuma High School and by us for our twenty-fifth anniversary celebration. The Brevard College one is nice, but our committee does not like the style of lettering used, preferring the Montezuma one, or a style similar to that. However, we shall leave that, as well as the decision as to the proper size to carry the seal and wording, the size panel, etc., to your artists.

Mr. Dusenbury, our financial agent, will send you an order for the invitations. Please submit proof before beginning the printing. How soon after returning the proof may we expect the invitations?

Thanking you for your helpfulness, I remain

Sincerely yours,

Mrs. Caroline P. Thomas,
Registrar.

C

April 12, 1939

Mr. Frank Stephens
Box 400
Macon, Georgia

Dear Mr. Stephens:

On yesterday, our committee on invitations considered samples and prices submitted by your company and two other concerns, and decided to have the J. P. Stevens Engraving Company of Atlanta make our invitations this year.

Your samples were returned to you yesterday afternoon after the meeting.

Thanking you for your interest and helpfulness in this matter, I remain

Sincerely yours,

Mrs. Caroline P. Thomas,
Registrar.

C

April 12, 1939

Mr. H. E. Sheats
J. P. Stevens Engraving Company
103 Peachtree Street
Atlanta, Georgia

Dear Mr. Sheats:

Our committee on invitations has asked me to write you for further information concerning the price quoted in your letter of February 28th. As we understand your letter, the price will be 7¢ each for 500 invitations, provided we use the seal die you have. If this be true, we would be glad to give you the order for our invitations this year. (We did not understand whether the 9¢ price quoted was a reduction of 2¢,-- we do not seem to have the list to which you refer.)

We should like for you to make up an invitation, using the die you have, and suggesting the size of invitation which you think best would carry the seal and lettering to be used. (The invitation which I enclose -- the one we have used in the past -- seems rather too long and thin.) The wording indicated is correct.

Thanking you for your interest, I remain

Sincerely yours,

Mrs. Caroline P. Thomas,
Registrar.

C

April 12, 1939

Mr. Herbert Kohl
E. A. Wright Company
2545 North Broad Street
Philadelphia, Pennsylvania

Dear Mr. Kohl:

Mr. Lusenbury handed your letter of March 29, together with the sample of invitation, to our committee on invitations. The committee decided, after carefully considering samples and prices submitted by your company and two other concerns, to have the J. P. Stevens Engraving Company of Atlanta make our invitations this year.

Thanking you for your interest and helpfulness in this matter, I am,

Sincerely yours,

Mrs. Caroline P. Thomas,
Registrar.

C



E. A. WRIGHT COMPANY

ESTABLISHED 1872

BANK NOTE AND GENERAL ENGRAVERS

PRINTERS · LITHOGRAPHERS · STATIONERS

2545 NORTH BROAD STREET

PHILADELPHIA

March 29, 1939

Mr. J. R. Dusenbury
Georgia State Womans College
Valdosta, Georgia

Dear Mr. Dusenbury:

Last year we had the pleasure of furnishing your Commencement Invitations and are enclosing herewith a sample.

We quote on the furnishing of approximately -

500 Invitations - exactly as
sample.....7¢ each

In placing your order it is not necessary to give the exact quantity desired. You can make the changes on the enclosed invitation and return this to us. The necessary engraving will then be made and a proof submitted.

The definite quantity can be sent at a later date.

We await your further instructions.

Very truly yours,

E. A. WRIGHT COMPANY

H. Kohl-r
Manager of Department

H. Kohl-r
Enc.



SIXTY-SEVEN YEARS OF CONTINUOUS SERVICE

Star Engraving Company

ENGRAVERS ~ MANUFACTURING ~ JEWELERS

IN REPLYING
PLEASE REFER
TO FILE
NO.



HOUSTON, TEXAS

Box 400
Macon, Ga.
April 10, 1939

Mrs. Carolyn Thomas, Reg.
Georgia State Woman's College
Valdosta, Ga.

Dear Mrs. Thomas:

I was so sorry to learn of the illness of your Mother. I trust that she stood the operation fine and is now on the road to a speedy recovery.

Mrs. Thomas, if you have not yet decided from whom you will purchase your invitations, I hope you will do this this week. The time is growing short and the company that you award this contract to should be advised at once.

I will appreciate it if you will write me and let me know if you will favor us with this privilege, as we would appreciate your patronage.

Trusting that we may have the opportunity of serving you, I remain

Sincerely,

Frank Stephens
Frank Stephens

*My Letter of
Apr. 12 crossed
this in mails -*

Invitation



E. A. WRIGHT COMPANY

ESTABLISHED 1872

BANK NOTE AND GENERAL ENGRAVERS

PRINTERS · LITHOGRAPHERS · STATIONERS

2545 NORTH BROAD STREET

PHILADELPHIA

April 4, 1939

Mrs. W. M. Thomas, Registrar
Georgia State Woman's College
Valdosta, Georgia

Dear Mrs. Thomas:

It would be of considerable assistance to us to receive at this time the list of graduates together with the date of Commencement.

This would enable us to arrange for the completion of your Diplomas, and we thank you in advance for your reply which will have immediate attention.

Very truly yours,

E. A. WRIGHT COMPANY

S. P. Bickel-r

S. P. Bickel
Manager of Department

2.90
23.38
23.20
8.70
\$110.20

*Ordered
April 11, 1939*

Star Engraving Company

ENGRAVERS ~ MANUFACTURING ~ JEWELERS

IN REPLYING
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TO FILE
NO.



HOUSTON, TEXAS

Box 400
Macon, Ga.
March 18, 1939

Mrs. Carolyn Thomas, Registrar
Georgia State Woman's College
Valdosta, Ga.

Dear Mrs. Thomas:

I wish to take this opportunity to thank you for your courtesy to me upon my recent visit in regard to your invitations. At that time you said that samples would be submitted by March 20th and you would decide upon them by April 1st. I am mailing you samples for your consideration under separate cover to-day and am enclosing description bids herewith.

The size of the sheet invitations I am submitting are the most popular size; however, if you prefer a large sheet we can supply it at the same prices.

Mrs. Thomas, our plant is, in our opinion, the most complete one in America for the manufacture of this type of merchandise. Our corps of artists and craftsmen are trained particularly for this kind of work and are capable of turning out just the type invitation that will be most pleasing to you and the students. We have always insisted on the finest materials, the highest craftsmanship, and the best service being built into our merchandise. We strive always to give the best service that is within our power, and then too, my nearness to your school will enable me to give you unusually good service from the field standpoint.

It is our sincere hope that we shall soon have the pleasure of adding your school to the long list of fine schools that we are now serving satisfactorily in this state.

I expect to be in Valdosta week after next, at which time I expect to see you. With best wishes, I remain

Sincerely yours,

Frank Stephens
Frank Stephens