

May 22, 1963

Mrs. Ellen Grass  
Grass Instrument Company  
101 Old Colony Ave.  
Quincy, Massachusetts

Dear Ellen:

We have received approval for the exchange of our 8 channel instrument for a 12 channel. I have been reassured that payment for the 8 channel has been approved and is by now being processed. You should receive the check shortly.

Approval for the exchange has been given by the State Purchasing Agent and a direct order will be forthcoming in the sum of \$3,335. This represents \$3,200 for the difference in the cost of the two channels, and a sum of up to \$135 for transportation to St. Louis. Without going into a repeat of the specifications of our original order, I should like to request the identical specifications in the way of amplifiers, pen unit, etc., except that there be 12 channels in a 16 channel case. It is my understanding that the case will have space for the possible addition of 4 channels of EEG, or other amplifying system.

Regarding the 8 channel instrument now at the Missouri Institute of Psychiatry, I have had the pen units cleaned and the machine is now ready to be returned. Unfortunately, the original crate was destroyed. I shall await your instructions as to how I should return this to you - either will you ship us crating material, shall we crate it ourselves, or, shall we wait until the 12 channel is delivered and use that crate?

It is my understanding that the Psychiatric Research Foundation of Missouri will absorb the cost for transporting this equipment back to Quincy, Massachusetts, or, to any other laboratory that you may indicate. In addition, I, (the Foundation) will pay such charges as you may find necessary to put the returned 8 channel instrument in "new" condition - charges estimated by you to be approximately \$82.00.

Please accept this letter as authorization for the exchange on behalf of both the Institute and the Foundation. Thank you very much for your cooperation.

Sincerely yours,

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Max Fink, M. D.  
Director