

November 4, 1963

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

Dear Ellen:

We have received the replacement of six boxes of electrodes.

In checking our mail room, the package in question was not received in this hospital in our mail room. If you would supply us the insurance number, we will send a tracer from this end, if you wish.

I should like your co-operation in another matter. I am enclosing a copy of your invoice 4157-baj and would ask if you could bill me afresh with two modifications. Instead of the date of my letter, May 22, 1963, omit the date, or provide a date after July 1.

Secondly, would you change the shipping address on the bill to the Missouri Institute of Psychiatry, St. Louis State Hospital, 5400 Arsenal, St. Louis, Missouri? The remainder of the bill is satisfactory, and given the proper invoice, I could have this paid by the State of Missouri.

Many thanks.

Sincerely yours,

Max Fink, M. D.
Director

MF:mlg
Enc. 1