

Digital Image, 2009. The Ida M. Tarbell Collection, 1890-1944, Allegheny College Pelletier Library

**EDITORIAL  
DEPARTMENT**

*Bureau file*

# Ginn and Company

Publishers of  
**School and College Textbooks**

EDWIN GINN  
C. A. PLIMPTON  
LEWIS PEARSON  
T. W. GILSON  
F. W. GARDNER  
HENRY M. HOLT  
RICHARD S. THOMAS  
C. H. THURMAN  
T. D. LAWLER  
D. W. HALL  
SELDEN C. SMITH  
G. J. LEVINGER

BOSTON NEW YORK CHICAGO LONDON ATLANTA DALLAS COLUMBUS SAN FRANCISCO

DICTATED BY M. E. N. 25 BEACON STREET, BOSTON. March 6, 1913

Miss Ida M. Tarbell,

Dear Madam:

We render accounts of sales to the first of February and to the first of August each year, but we are not usually able to send the statements out during the months of February and August, and in our contract we say that we will render these accounts in these months or as soon thereafter as possible. The sales have to be reported to this office from all of our depositories, and as a matter of fact it takes our accounting department about a month to make up the figures, sometimes longer. This week we are sending out the first statements, and we have asked that yours be made one of the first.

We note your change of address.

Very truly yours,

Ginn and Company

Dictated to H.