



The Coit Lyceum Bureau

COIT-ALBER BUILDING
2443 PROSPECT AVENUE.

ARTHUR C. COIT, PRESIDENT.
LOUIS J. ALBER, GENERAL MANAGER.
R. E. BARNETTE, SECRETARY.

LONG DISTANCE TELEPHONE
PROSPECT 3343

Cleveland

February 2, 1926.

Miss Ida Tarbell,
Bluffton, Ohio.

Dear Miss Tarbell:-

I have your letter addressed to Mr. Alber of January 31, and he will write you concerning certain matters of contract that you have mentioned in your letter.

I wish to make clear the accounting for your first week's engagements including Coatesville, Pennsylvania in Mr. Neilson's territory and Hamilton, Ontario in Dr. Plass's territory and the balance in the Cleveland territory.

Our arrangement with you according to record is on the basis of \$30.00 per engagement with a guarantee of five dates per week. This week including Coatesville, Sunday January 25 with the date at Hamilton, Ontario makes five dates in the week, and I have given your account credit for \$400.00 in addition to your expense rendered of \$62.85. I will make the proper division of expense between the other offices and settle with them. We will accept your expense account rendered as it is, and you may carry forward the balance of \$12.15, the cash on hand at the beginning of this present week.

I am enclosing \$400.00 on account and will ask you to render an expense report to this office covering the present week with your terminals charged to this office as of Chicago. Any local transfers in Chicago will be chargeable to Mr. Stephenson for his expense through his territory.

Very truly yours,



Auditor.

ERC:MM.

MEMBER OF THE AFFILIATED LYCEUM & CHAUTAUQUA ASSOCIATION

LONDON, ENGLAND, BOSTON, TORONTO, PITTSBURGH, CLEVELAND, ATLANTA, CHICAGO, DALLAS, BOISE,

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