

WORK PROGRESS SHEET # 1

August 31, 1937

In the meeting of August 23, 1937 certain definite steps to be taken were decided on. These steps will be outlined in the following sheets with the responsibility allocated. Monthly a new sheet will be issued indicating progress and additional work undertaken.

1. Definite connections with jobbing houses are to be established under the firm name to permit cash sales at wholesale prices on everything that can be obtained that way. Porter
2. Phonograph amplifiers are to be pushed to the limit immediately
 - a. Get all bugs out of models and get one in the city immediately. Hewlett and Porter.
 - b. Make out technical data sheet and sales sheet as soon as possible. Hewlett and Porter.
 - c. Make detailed cost estimate and send Packard wiring diagram for an additional cost estimate. Hewlett
 - d. Make a cheaper job with good quality. Hewlett
3. High Frequency transmitter and receiver is to be developed this winter. Packard
 - a. Investigate the field in Yacht work. Porter
4. The patent situation on various industrial devices is to be investigated. Packard
5. Dr. Lee of Palo Alto is to be contacted for information on the medical field. Hewlett
6. Relays are to be priced for Air Conditioning panels. Packard.
Relays
~~Experiments~~ are available through the factory at \$2.75
post paid to S.F. Send order with remittance or for C.O.D.

7. A photo-electric relay and a capacity relay is to be made and forwarded to S.F. Packard

8. A location is to be found for the start either on the penennsub or in the city. Hewlett and Porter

9. The desirability of the temporarily adopted name will be investigated for definite decision by Oct.1 Packard, Porter and Hewlett.