

**Remington.**



## REMINGTON ARMS COMPANY, INC.

SPORTING ARMS-AMMUNITION-TARGETS-TRAPS

ILION, NEW YORK 13357

TELEPHONE (315) 894-9961

August 29, 1986

REMINGTON GUNSMITH:

Some time ago, we sent out a questionnaire and letter explaining that we were in the process of updating our files and asked that you fill out the questionnaire and return it to us as soon as possible. We thank all those that took the time to do this for us, and for the ones that haven't had the time, or may have misplaced their questionnaire, we would like you to fill out yours now and mail it in to us as soon as possible. You will find another enclosed. (Please keep the following items in mind when filling out your questionnaire.)

We have realized a couple of serious problems as a result of these questionnaires which we would like to address and get cleared up at this time:

1.) BUSINESS NAME

We MUST have the business name and address you use to carry out all your business transactions. When you do business with us, (ordering parts, etc.) under a name other than what we have listed for you, problems could arise in billing (i.e. - no discount) and in shipping (i.e. - ship C.O.D.)

IT IS IMPERATIVE THAT THE NAME YOU HAVE GIVEN THIS OFFICE IS THE SAME NAME THAT YOU CARRY OUT ALL YOUR BUSINESS TRANSACTIONS UNDER.

It is also important that this office be advised IMMEDIATELY of any changes that are made to your business name, address, phone number, gunsmith(s), etc. in order to better serve you and to keep our files up-to-date.

2.) PRODUCT LIABILITY INSURANCE

It is our policy that we have a current copy of your certificate of insurance on file, showing the amount of coverage and the expiration date. We need this documentation on a YEARLY basis, so if you have not sent one in, please do so.

In 3-4 weeks we will be distributing a new list to all concerned department heads (Accounting, Arms Service) containing the information you have supplied this office by way of the questionnaire. Therefore, please review the attached and make any corrections so that all departments have the same information for shipping and billing purposes. All information should be received by us within the next two (2) weeks.

Your cooperation and help in this matter is greatly appreciated.

K. D. Green, Manager  
FIELD & PRODUCT SERVICES

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