



BALTIMORE CITY PUBLIC SCHOOLS

3331 N. CHARLES STREET  
BALTIMORE, MARYLAND 21218  
TELEPHONE NUMBER 7-3888

RECEIVED

NOV 5 1970

SMALLIE, ORRICK AND JANKA  
ARCHITECTS

November 4, 1970

Smallie, Orrick and Janka, Ltd.  
3620 York Road  
Baltimore, Md. 21212

Re: Lake Clifton Senior High School #40 - 1 $\frac{1}{2}$  Art

Gentlemen:

Your letter dated October 28, 1970 has been received with Mr. Rhoden's invoice for 77% of total fee.

Upon investigation we find that Mr. Rhoden's invoice for 10%, or \$1,950.00, has been processed.

The City will not process the invoice forwarded by referenced letter. Billing should be set up to show total contract, the percentage billed to date, balance due, then percentage being billed this date and amount.

Bills must pass thru several hands during processing and must clearly show data indicated above.

Very truly yours,

E. H. Newlin  
Adm. Supervisor

EMC

Encl.