

Lorillard

TOBACCO COMPANY

611 ROUTE 46 WEST, HASBROUCK HEIGHTS, NJ 07604 TELEPHONE 201-393-7110 FAX 201-393-4820

January 19, 1998

Frank??

To: R. Di Donato

From: F. J. Riccardi

Subject: **Institutions – New York City Department of Corrections**

A commitment was made to the New York City Department of Corrections for delivery of 25,000 T-shirts in return for purchasing Newport product. A delivery of 12,000 T-shirts was made in July leaving a balance of 13,000 items owed to the Department. An additional 3,440 T-shirts were supplied reducing the balance owed to 9,560 items. This balance was paid at \$1.00 per carton via draft and charged to account # 125 (Newport carton promotion).

A draft was written by K. Williams, Division Manager Manhattan, and delivered on _____ (Receipt attached.)

8 drafts #'s 675089, 675090, 675091, 675092, 675093, 675094, 675095 = \$9,560.00

Regards,

F. J. Riccardi
/jll