INVENTORY OF CONTENTS

FINANCE

CASH BOOK, 1902-1904
(Oversized Box)

Check Stubs:
#301-1300; 9/30/1903-4/30/1904
#1301-1224; 5/2/1904-9/24/1904
Draft & Voucher Register, 1903-1904
Draft Register, 4/1918-7/1919 (Oversized, in Box 1)

Ledger 1906
Manufacturing & Commercial Expenses, (Monthly loss & gain), 1907-1908
Notes & Bills Payable, 1906-1907
Notes & Bills Payable, 1920
Notes & Bills Payable (Ford Motor Co.), 1920
Trial Balance, 7/1903-7/1904 (Oversized, in Box 1)

INDUSTRIAL RELATIONS

Wages
Branch Salaries, 1909 and 1911
Employees Savings & Loan Association
Plan & Earnings, 9/1903

Ford Motor Co., Michigan
Time Books, 1903-1907
Henry Ford Farms
Time Book, 1920

MANUFACTURING

Ford Motor Co., Michigan
Car Shipments, 1907 (Oversized, in Box 9)

Purchasing
Purchasing Record, 1913
Purchasing Record, 1913 (Branch)
Purchasing Record, 1917
INVENTORY OF CONTENTS

PLANT ENGINEERING
Branch Operations
Branch Building, 1908-1913 (3 Books)

SALES
Ford Motor Co., Michigan
Sales Book, 1908

OTHER COMPANIES
John S. Annis, Inc, Stock Certificate Book
Community Motors, Inc., Stock Certificate Book
Dutee W. Flint Transportation Co., Stock Certificate Book
A.Y. Malcomson, Ledger 1901-1902
Park Central Motors, Stock Certificate Book
Shawmut Motors, Stock Certificate Book
Trinity Motor Car Co., Stock Certificate Book

OVERSIZED DOCUMENTS

Box 10 and 11 do not exist
GENERAL LETTERS (cont.)
May 2, 1921-Dec 30, 1922 23

GENERAL LETTERS - STENCIL
Index: 1931-1933
Jan 4, 1932-Dec 30, 1932 24

Index: 1929-1931
Jan 5, 1931-Dec 31, 1931 25

Jan 7, 1929-Dec 31, 1930 26

Index: 1918-1921
Jan 2, 1920-Apr 30, 1921 27

Aug 2, 1918-Dec 31, 1919 28

GENERAL LETTERS - AUDIT DEPARTMENT
Jan 3, 1947-July 30, 1948 29

Jan 4, 1943-Dec 26, 1946 30

Jan 2, 1940-Dec 31, 1942 31

Jan 4, 1937-Dec 29, 1939 32

Jan 11, 1933-Dec 31, 1936 33
GENERAL LETTERS—BRANCH ACCOUNTING INSTRUCTIONS

Index: Jan 1924—July 1933
Accounts Payable
Accounts Receivable
Analysis of Expense Account
Branch Operation
Branch Operating Report
Branch Pay Roll Fund
Branch Working Fund
Capital Asset Account
Cash in Banks
Dearborn Office Accounts
Dearborn Publishing Co.
Defective, Damaged & Obsolete Material
Detroit Office Account
Employee's Records
Export Crating
Ford Accrued Advertising Expenses
Fordson Office Account
Gasoline & Oil
General Stores
Home Office Account
Imprest Cash
Insurance
Inter-branch & Inter-company accounting
Inventory of instructions
Johansson Products
Liability Account
Manufacturing Operations
Marine Operations
Merchandise Freight
Order Forms
Pay Roll
Plant Engineering
Profit & Loss—Annual
Purchasing

Records Management
Reserve Funds
Revenue Accounts
Rouge Office Account
<table>
<thead>
<tr>
<th>Category</th>
<th>Dates/Description</th>
<th>Page</th>
</tr>
</thead>
</table>
| GENERAL LETTERS-BRANCH ACCOUNT INSTRUCTIONS (cont.) | Salaries  
  Sales  
  Shipments & Receiving  
  Taxes  
  Universal Credit Co. | 36   |
| GENERAL LETTERS-CANCELLED             | Index: #1-1659 (1915-1926)  
  #1212-1659 (1922-1926)  
  #639-1211 (1920-1921)  
  #1-637 (1915-1919) | 37   |
| GENERAL LETTERS-INTERNATIONAL DIVISION | Apr-Aug 1947                                                                      | 40   |
|                                       | June 1945-Mar 1947                                                              | 41   |
| GENERAL LETTERS-LINCOLN-MERCURY       | Jan 1947-Aug 1948                                                              | 42   |
| GENERAL LETTERS-MISCELLANEOUS DEPARTMENTS | July 1946-Aug 1948                                                               | 43   |
|                                       | Jan-June 1946                                                                   | 44   |
|                                       | Jan-Dec 1945                                                                   | 45   |
GENERAL LETTERS—MISCELLANEOUS DEPARTMENTS (cont.)
Jan 1940-Dec 1944

Jan 1933-Dec 1939

GENERAL LETTERS—PARTS & ACCESSORIES
Jan 1936-July 1938

Jan 1941-Aug 1943

GENERAL LETTERS—PRODUCTION DEPARTMENT
Jan 1939-Dec 1940

Jan 1937-Dec 1938

Jan 1933-Dec 1936

GENERAL LETTERS—SALES DEPARTMENT
Jan 1947-Aug 1948

Jan-Dec 1946

Jan 1944-Dec 1945

Jan 1942-Dec 1943
GENERAL LETTERS—SALES DEPARTMENT (cont.)

May-Dec 1941 57
Oct 1940–Apr 1941 58
Mar–Sept 1940 59
July 1939–Feb 1940 60
Jan–June 1939 61
Jan–Dec 1938 62
Jan–Dec 1937 63
Apr–Dec 1936 64
Apr 1935–Mar 1936 65
Apr 1934–Mar 1935 66
Jan 1933–Mar 1934 67

GENERAL LETTERS—SERVICE DEPARTMENT
Jan 1945–Dec 1946 68
GENERAL LETTERS-SERVICE DEPARTMENT (cont.)
Jan 1942-Dec 1944  69

Jan 1940-Dec 1941  70

Jan 1937-Dec 1939  71

Jan 1935-Dec 1936  72

Jan 1933-Dec 1934  73