

HOMER & DURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Mr. David Christie
 Executive Director
 Scottish Development Agency
 1 Land Mark Square
 Suite 810
 Stanford, CT 06901

8986

September 26, 1983

| <u>THE ECONOMIST</u> | <u>NET</u> |
|---|--------------------------------------|
| September 10, 1983 Pg. 4/C Bld. "Scotland, With Uncanny Foresight..." | \$2,945.25 |
| <u>SITE SELECTION HANDBOOK</u> September 1983 Pg. 4/C Bld. "Scotland, With Uncanny Foresight..." | <u>2,630.75</u> <u>\$5,576.00</u> |

PAID
com
Ch # 1031

APPROVED FOR

[Signature]

10/17

TERMS: NET 10 DAYS

[Handwritten initials]

AND
UNCANNY FORESIGHT, HAS
LOCATED ITSELF IN TWO MARKETS AT ONCE.
THE UK, AND THE COMMON.

For Six Month Period Ending 17 OCT 1983
(Insert date)

Name of Registrant

Registration No.

Scottish Development Agency

3013

Business Address of Registrant

1 Landmark Square, Suite 810
Stamford, Connecticut 06901

I-REGISTRANT

1. Has there been a change in the information previously furnished in connection with the following:

(a) If an individual:

- | | | |
|-----------------------|------------------------------|-----------------------------|
| (1) Residence address | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (2) Citizenship | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (3) Occupation | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

(b) If an organization:

- | | | |
|--------------------------|------------------------------|--|
| (1) Name | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (2) Ownership or control | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (3) Branch offices | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

2. Explain fully all changes, if any, indicated in item 1.

IF THE REGISTRANT IS AN INDIVIDUAL, OMIT RESPONSE TO ITEMS 3, 4, and 5.

3. Have any persons ceased acting as partners, officers, directors or similar officials of the registrant during this 6 month reporting period? Yes No

If yes, furnish the following information:

| Name | Position | Date Connection Ended |
|------|----------|-----------------------|
|------|----------|-----------------------|

4. Have any persons become partners, officers, directors or similar officials during this 6 month reporting period?
 Yes No

If yes, furnish the following information:

| <i>Name</i> | <i>Residence Address</i> | <i>Citizenship</i> | <i>Position</i> | <i>Date Assumed</i> |
|---------------|------------------------------|--------------------|----------------------------|-------------------------|
| Richard Burns | | United Kingdom | Director, North America | 8/15/83 |

5. Has any person named in Item 4 rendered services directly in furtherance of the interests of any foreign principal?
 Yes No

If yes, identify each such person and describe his services.

Richard Burns, director of Scottish Development Agency, Glasgow, Scotland

6. Have any employees or individuals other than officials, who have filed a short form registration statement, terminated their employment or connection with the registrant during this 6 month reporting period? Yes No

If yes, furnish the following information:

| <i>Name</i> | <i>Position or connection</i> | <i>Date terminated</i> |
|-------------|-------------------------------|------------------------|
|-------------|-------------------------------|------------------------|

7. During this 6 month reporting period, have any persons been hired as employees or in any other capacity by the registrant who rendered services to the registrant directly in furtherance of the interests of any foreign principal in other than a clerical or secretarial, or in a related or similar capacity? Yes No

If yes, furnish the following information:

| <i>Name</i> | <i>Residence Address</i> | <i>Position or connection</i> | <i>Date connection began</i> |
|-------------|------------------------------|-----------------------------------|----------------------------------|
|-------------|------------------------------|-----------------------------------|----------------------------------|

II—FOREIGN PRINCIPAL

(PAGE 3)

8. Has your connection with any foreign principal ended during this 6 month reporting period? Yes No

If yes, furnish the following information:

Name of foreign principal

Date of Termination

9. Have you acquired any new foreign principal¹ during this 6 month reporting period? Yes No

If yes, furnish following information:

Name and address of foreign principal

Date acquired

10. In addition to those named in Items 8 and 9, if any, list the foreign principals¹ whom you continued to represent during the 6 month reporting period.

Scottish Development Agency

III—ACTIVITIES

11. During this 6 month reporting period, have you engaged in any activities for or rendered any services to any foreign principal named in Items 8, 9, and 10 of this statement? Yes No

If yes, identify each such foreign principal and describe in full detail your activities and services:

The activities of the Scottish Development Agency, on behalf of the Scottish Development Agency, Glasgow have consisted of publicizing Scotland as a region for U.S. commercial and industrial investment and development, seeking potential U.S. investors and developing links between the Scottish Development Agency and such investors. These goals have been pursued by the SDA through dissemination of news releases to bring media, distribution of brochures through the mail and personal visits and telephone contacts by officers of the registrant with representatives of U.S. business organizations.

For more detailed information, refer to the listing of promotional programs which is attached.

¹The term "foreign principal" includes, in addition to those defined in section 1(b) of the Act, an individual or organization any of whose activities are directly or indirectly supervised, directed, controlled, financed, or subsidized in whole or in major part by a foreign government, foreign political party, foreign organization or foreign individual. (See Rule 100(a)(9)).

A registrant who represents more than one foreign principal is required to list in the statements he files under the Act only those foreign principals for whom he is not entitled to claim exemption under Section 3 of the Act. (See Rule 208.)

12. During this 6 month reporting period, have you on behalf of any foreign principal engaged in political activity² as defined below?
Yes No

If yes, identify each such foreign principal and describe in full detail all such political activity, indicating, among other things, the relations, interests and policies sought to be influenced and the means employed to achieve this purpose. If the registrant arranged, sponsored or delivered speeches, lectures or radio and TV broadcasts, give details as to dates, places of delivery, names of speakers and subject matter.

Foreign principal: Scottish Development Agency, Glasgow, Scotland

Activities: See copies of Monthly Activities Reports of Public Relations forms attached

13. In addition to the above described activities, if any, have you engaged in activity on your own behalf which benefits any or all of your foreign principals? Yes No

If yes, describe fully.

²The term "political activities" means the dissemination of political propaganda and any other activity which the person engaging therein believes will, or which he intends to, prevail upon, indoctrinate, convert, induce, persuade, or in any other way influence any agency or official of the Government of the United States or any section of the public within the United States with reference to formulating, adopting, or changing the domestic or foreign policy of the United States or with reference to the political or public interests, policies, or relations of a government of a foreign country or a foreign political party.

IV—FINANCIAL INFORMATION

14. (a) RECEIPTS—MONIES

During this 6 month reporting period, have you received from any foreign principal named in Items 8, 9 and 10 of this statement, or from any other source, for or in the interests of any such foreign principal, any contributions, income or money either as compensation or otherwise? Yes No

If yes, set forth below in the required detail and separately for each foreign principal an account of such monies.³

| <i>Date</i> | <i>From Whom</i> | <i>Purpose</i> | <i>Amount</i> |
|-------------|------------------|----------------|---------------|
|-------------|------------------|----------------|---------------|

See Attached

Total

(b) RECEIPTS—THINGS OF VALUE

During this 6 month reporting period, have you received any thing of value⁴ other than money from any foreign principal named in Items 8, 9 and 10 of this statement, or from any other source, for or in the interests of any such foreign principal? Yes No

If yes, furnish the following information:

| <i>Name of foreign principal</i> | <i>Date received</i> | <i>Description of thing of value</i> | <i>Purpose</i> |
|--------------------------------------|--------------------------|--|----------------|
|--------------------------------------|--------------------------|--|----------------|

³A registrant is required to file an Exhibit D if he collects or receives contributions, loans, money, or other things of value for a foreign principal, as part of a fund raising campaign. See Rule 201(e).
⁴Things of value include but are not limited to gifts, interest free loans, expense free travel, favored stock purchases, exclusive rights, favored treatment over competitors, "kickbacks," and the like.

15. (a) **DISBURSEMENTS—MONIES**

During this 6 month reporting period, have you

(1) disbursed or expended monies in connection with activity on behalf of any foreign principal named in Items 8, 9 and 10 of this statement? Yes No

(2) transmitted monies to any such foreign principal? Yes No

If yes, set forth below in the required detail and separately for each foreign principal an account of such monies, including monies transmitted, if any, to each foreign principal.

| <i>Date</i> | <i>To Whom</i> | <i>Purpose</i> | <i>Amount</i> |
|-------------|----------------|----------------|---------------|
|-------------|----------------|----------------|---------------|

See Attached

Total

15. (b) DISBURSEMENTS—THINGS OF VALUE

During this 6 month reporting period, have you disposed of anything of value⁵ other than money in furtherance of or in connection with activities on behalf of any foreign principal named in items 8, 9 and 10 of this statement?

Yes No

If yes, furnish the following information:

| <i>Date disposed</i> | <i>Name of person to whom given</i> | <i>On behalf of what foreign principal</i> | <i>Description of thing of value</i> | <i>Purpose</i> |
|----------------------|-------------------------------------|--|--------------------------------------|----------------|
|----------------------|-------------------------------------|--|--------------------------------------|----------------|

(c) DISBURSEMENTS—POLITICAL CONTRIBUTIONS

During this 6 month reporting period, have you from your own funds and on your own behalf either directly or through any other person, made any contributions of money or other things of value⁵ in connection with an election to any political office, or in connection with any primary election, convention, or caucus held to select candidates for political office?

Yes No

If yes, furnish the following information:

| <i>Date</i> | <i>Amount or thing of value</i> | <i>Name of political organization</i> | <i>Name of candidate</i> |
|-------------|---------------------------------|---------------------------------------|--------------------------|
|-------------|---------------------------------|---------------------------------------|--------------------------|

V—POLITICAL PROPAGANDA

(Section 1(j) of the Act defines "political propaganda" as including any oral, visual, graphic, written, pictorial, or other communication or expression by any person (1) which is reasonably adapted to, or which the person disseminating the same believes will, or which he intends to, prevail upon, indoctrinate, convert, induce, or in any other way influence a recipient or any section of the public within the United States with reference to the political or public interests, policies, or relations of a government of a foreign country or a foreign political party or with reference to the foreign policies of the United States or promote in the United States racial, religious, or social dissensions, or (2) which advocates, advises, instigates, or promotes any racial, social, political, or religious disorder, civil riot, or other conflict involving the use of force or violence in any other American republic or the overthrow of any government or political subdivision of any other American republic by any means involving the use of force or violence.)

16. During this 6 month reporting period, did you prepare, disseminate or cause to be disseminated any political propaganda as defined above? Yes No

IF YES, RESPOND TO THE REMAINING ITEMS IN THIS SECTION V.

17. Identify each such foreign principal.

Scottish Development Agency, Glasgow, Scotland

⁵Things of value include but are not limited to gifts, interest free loans, expense free travel, favored stock purchases, exclusive rights, favored treatment over competitors, "kickbacks," and the like.

18. During this 6 month reporting period, has any foreign principal established a budget or allocated a specified sum of money to finance your activities in preparing or disseminating political propaganda? Yes No

If yes, identify each such foreign principal, specify amount, and indicate for what period of time.

19. During this 6 month reporting period, did your activities in preparing, disseminating or causing the dissemination of political propaganda include the use of any of the following:

- Radio or TV broadcasts
- Magazine or newspaper articles
- Motion picture films
- Letters or telegrams
- Advertising campaigns
- Press releases
- Pamphlets or other publications
- Lectures or speeches

Other (specify) _____

20. During this 6 month reporting period, did you disseminate or cause to be disseminated political propaganda among any of the following groups:

- Public Officials
- Newspapers
- Libraries
- Legislators
- Editors
- Educational institutions
- Government agencies
- Civic groups or associations
- Nationality groups

Other (specify) _____

21. What language was used in this political propaganda:

- English
- Other (specify) _____

22. Did you file with the Registration Section, U.S. Department of Justice, two copies of each item of political propaganda material disseminated or caused to be disseminated during this 6 month reporting period? Yes No

23. Did you label each item of such political propaganda material with the statement required by Section 4(b) of the Act? Yes No

24. Did you file with the Registration Section, U.S. Department of Justice, a Dissemination Report for each item of such political propaganda material as required by Rule 401 under the Act? Yes No

VI—EXHIBITS AND ATTACHMENTS

25. EXHIBITS A AND B

(a) Have you filed for each of the newly acquired foreign principals in Item 9 the following:

- Exhibit A⁶ Yes No
- Exhibit B⁷ Yes No

If no, please attach the required exhibit.

(b) Have there been any changes in the Exhibits A and B previously filed for any foreign principal whom you represented during this six month period? Yes No

If yes, have you filed an amendment to these exhibits? Yes No

If no, please attach the required amendment.

⁶The Exhibit A, which is filed on Form CRM-157 (Formerly OBD-67) sets forth the information required to be disclosed concerning each foreign principal.
⁷The Exhibit B, which is filed on Form CRM-155 (Formerly OBD-65) sets forth the information concerning the agreement or understanding between the registrant and the foreign principal.

26. EXHIBIT C.

If you have previously filed an Exhibit C⁸, state whether any changes therein have occurred during this 6 month reporting period. Yes No

If yes, have you filed an amendment to the Exhibit C? Yes No

If no, please attach the required amendment.

27. SHORT FORM REGISTRATION STATEMENT

Have short form registration statements been filed by all of the persons named in Items 5 and 7 of the supplemental statement? Yes No

If no, list names of persons who have not filed the required statement.

Richard Burns - short form Registration Statement is currently being prepared.

The undersigned swear(s) or affirm(s) that he has (they have) read the information set forth in this registration statement and the attached exhibits and that he is (they are) familiar with the contents thereof and that such contents are in their entirety true and accurate to the best of his (their) knowledge and belief, except that the undersigned make(s) no representation as to the truth or accuracy of the information contained in attached Short Form Registration Statement, if any, insofar as such information is not within his (their) personal knowledge.

(Type or print name under each signature)

(Both copies of this statement shall be signed and sworn to before a notary public or other person authorized to administer oaths by the agent, if the registrant is an individual, or by a majority of those partners, officers, directors or persons performing similar functions who are in the United States, if the registrant is an organization.)

Four horizontal lines for signature.

Subscribed and sworn to before me at _____

this _____ day of _____, 19 _____

(Signature of notary or other officer)

⁸The Exhibit C, for which no printed form is provided, consists of a true copy of the charter, articles of incorporation, association, constitution, and bylaws of a registrant that is an organization. (A waiver of the requirement to file an Exhibit C may be obtained for good cause upon written application to the Assistant Attorney General, Criminal Division, Internal Security Section, U.S. Department of Justice, Washington, D.C. 20530.)

CHICAGO OFFICE PROMOTIONAL PROGRAMME

| DATE | EVENT | PARTICIPANTS | | ACTION PROGRAMME NO | COMMENTS |
|---------------|--|--------------|--------------------------------------|---------------------|--------------------------------|
| | | US OFFICE | EX SCOTLAND | | |
| <u>1983</u> | | | | | |
| May 16/3 June | Chicago Rotary and Coy visits Midwest | Chicago | Glenrothes Cracknell/Milne and other | | |
| June 1/3 | International Computer Show, Montreal | Chicago | | CHI/E/3 | Attend |
| June 14/16 | Chicago Production Exhibition 2000 | Chicago | | | |
| June 26/30 | NGCA Annual Conf. Chicago | Chicago | | CHI/E/4 | Exhibit |
| July 25/29 | Siggraph '83, Detroit | Chicago | | CHI/E/5 | Exhibit |
| Aug 8/11 | American Society for Mechanical Engineering Computer Engineering Conference, Chicago | Chicago | | CHI/ENG/1 | Possible ADD assistance Attend |
| Sept 13/15 | Mid-con and mini micro O'Hare, Chicago | Chicago | | CHI/E/6 | |
| Oct 19/20 | Info Expo, Montreal | Chicago | | | |
| Nov 14/17 | Canadian Computer Show, | Chicago | | | |

| DATE | EVENT | PARTICIPANTS | | ACTION PROGRAMME NO | COMMENTS |
|--------------|---|--------------|-------------|---------------------|----------|
| | | US OFFICE | EX SCOTLAND | | |
| Nov 15/17 | NEPCON Central Exposition, O'Hare Chicago | Chicago | | CHI/E/7 | Visit |
| Nov 27/Dec 2 | Radiological Society of North America, Chicago | Chicago | HCU | | |

HOUSTON OFFICE PROMOTIONAL PROGRAMME

| DATE | EVENT | PARTICIPANTS | | ACTION PROGRAMME NO | COMMENTS |
|---------------|---|--------------|---|---------------------|------------------|
| | | US OFFICE | EX SCOTLAND | | |
| May 2/5 | OTC Houston | Houston | SDF/TIG/ Oil Group Fife Region | | |
| May 22/25 | Association for advancement of medical instrumentation Dallas | Houston | HCU T Dobson | | |
| June 11/13 | Houston Production 2000, Houston | Houston | | | |
| Aug 30/Sept 1 | American Hospital Association Show | Houston | | | |
| Sept 26/30 | Company Visits Texas | Houston | Oil Group (R Sampson) | | Plan for OTC '84 |
| Oct 2/14** | National Business Aircraft Association - Dallas Aviation Company Visits | Houston | Glenrothes (J Tippen) (D Patrick) | | Attend |
| Oct 7/13** | IETT Technology Transfer Conference, Dallas | Houston | Industry Services (P Homer) | | Attend |

| DATE | EVENT | PARTICIPANTS | | ACTION PROGRAMME NO | COMMENTS |
|---------------|---|--------------|--------------------|---------------------|----------|
| | | US OFFICE | EX SCOTLAND | | |
| Oct 11/13** | Instrument Society of America, Houston | Houston | LIS | | Exhibit |
| Oct 18/20 | Semi-con South West '83 Dallas | Houston | | | |
| Oct 19/20 | Info Expo, Montreal | Chicago | | | |
| Oct 19/28 | Laycoe Exhibition follow up visits Louisiana and Oklahoma | Houston | Oil Group (D Ross) | | Attend |
| Nov 6/9 | National Petroleum Marketing Expo, Atlanta | Houston | | | |
| 1984 Feb** | Company Visits | Houston | Oil Group | | |

NEW YORK OFFICE PROMOTIONAL PROGRAMME

| DATE | EVENT | PARTICIPANTS | | ACTION PROGRAMME NO | COMMENTS |
|----------------|--|---------------------------|--|---------------------|--|
| | | US OFFICE | EX SCOTLAND | | |
| May 4/6 | Company presentations | New York | SDF | NY/SDF/1 | |
| May 8/11 | IDRC Convention, Pittsburgh | New York | Central Region (J Cameron) ADD/Dundee Project Howard Moody | NY/G/3 | Exhibit |
| May 8/11 | North American Society for Corporate Planning, New York | New York | | | |
| May 14/15 | British/New York Festival | New York | | NY/G/4 | Participate |
| May 16/27 | Follow-up semiconductor companies | San Francisco New York | Electronics Div Ken Smith | | Sandie Blackie 14th - 20th Duncan Charity 21st - 27th |
| May 24/26 | NEPON, East Boston and sales calls, Mass. | New York | | NY/E/4 | Exhibit |
| June 8/9 | Business Expo | New York | | NY/G/5 | Exhibit |
| June 12/14 | Petroleum Institute Conference, Florida | New York | | NY/OG/1 | Participate |
| June 26/8 July | Visit by Peter Carmichael to Washington Food Fair | New York | Electronics Div | NY/E/5 | |
| June 14/16 | AFCEA Washington | New York | | NY/E/6 | |

| DATE | EVENT | PARTICIPANTS | | ACTION PROGRAMME NO | COMMENTS |
|--------------|--|----------------------------|----------------------------------|----------------------|---|
| | | US OFFICE | EX SCOTLAND | | |
| June 20/22 | MD and DI Medical Device Conference, New York | New York | HCU T Dobson | NY/HC/1 | Exhibit |
| Sept 5/16 | Company visits East and West Coast | San Francisco/ New York | SDF | SF/SDF/3 SF/SDF/2 | California 6 - 10 New York 12 - 16 |
| Sept 11/16 | Compcon '83, Washington | New York | | | |
| Sept 19/22** | McKinzie, Software Study | New York | Electronics Div (Ken Smith) | | |
| Sept 21/23 | Semicon East, Boston | New York | | NY/E/7 | Attend |
| Sept 22/25 | Computer Showcase Expo, New York | New York | | NY/E/8 | Attend |
| Oct 7** | New England Computer Office Equipment Expo, Boston | New York | | | |
| Oct 11/12 | Cad/Con '83 Computer aided design conference Park Plaza Exposition | New York | Electronics Div (I Griffiths) | | Exhibit with Graphic Information Systems |
| Oct 10/13 | Info Management Exposition, New York | New York | | NY/E/9 | Attend |
| Nov 14/15 | American Petroleum Institute New York | New York | | NY/OG/2 | Participate and Face to Face presentations with companies |

| DATE | EVENT | PARTICIPANTS | | ACTION PROGRAMME NO | COMMENTS |
|-------------|----------------------------------|--------------|-------------|---------------------|--------------------|
| | | US OFFICE | EX SCOTLAND | | |
| Dec 5/8 | 1984 Chem Show, New York | New York | HCU | NY/HC/2 | Exhibit |
| Dec 7/8 | Receptions | New York | | NY/G/6 | |
| <u>1984</u> | | | | | |
| Jan 17/19 | Southcon '84, Orlando Florida | New York | | NY/E/11 | |
| Mar 12/15 | Pittsburgh Conference | New York | | NY/HC/3 | Exhibit and attend |

SCOTTISH DEVELOPMENT AGENCY

Financial Information - IV

April 18, 1983 to October 17, 1983

Registration No. 3013

14(a) Receipts - Monies

STAMFORD, CT

| <u>Date</u> | <u>From Whom</u> | <u>Purpose</u> | <u>Amount</u> | |
|-------------|-----------------------------|--------------------------------|---------------|--------------|
| 4/29/83 | Scottish Development Agency | Misc. Operational Expenditures | \$ 80,000.00 | |
| 6/23/83 | " | " | 70,000.00 | |
| 7/13/83 | " | " | 50,000.00 | |
| 7/28/83 | " | " | 50,000.00 | |
| 8/10/83 | " | " | 75,000.00 | |
| 8/12/83 | " | " | 175,000.00 | |
| 9/ 1/83 | " | " | 50,000.00 | |
| 9/ 9/83 | " | " | 90,000.00 | |
| 10/12/83 | " | " | 85,000.00 | \$725,000.00 |

HOUSTON, TX

| | | | | |
|----------|---|---|-------------|-----------|
| 4/18/83 | " | " | \$ 7,577.94 | |
| 5/11/83 | " | " | 6,084.93 | |
| 5/18/83 | " | " | 10,000.00 | |
| 6/ 3/83 | " | " | 8,576.98 | |
| 7/13/83 | " | " | 3,019.48 | |
| 8/10/83 | " | " | 5,218.27 | |
| 9/12/83 | " | " | 5,126.57 | |
| 10/12/83 | " | " | 4,995.22 | 50,599.39 |

CHICAGO, IL

| | | | | |
|---------|---|---|-------------|-----------|
| 5/20/83 | " | " | \$ 5,500.00 | |
| 6/13/83 | " | " | 6,000.00 | |
| 7/22/83 | " | " | 7,000.00 | |
| 8/31/83 | " | " | 7,500.00 | |
| 9/19/83 | " | " | 8,000.00 | 34,000.00 |

Total receipts from Scottish Development Agency \$809,599.39

SCOTTISH DEVELOPMENT AGENCY

Cash Disbursements Summary

April 18, 1983 to October 17, 1983

Registration No. 3013

| | <u>Total</u> | <u>Petty Cash</u> | <u>Office Expenditures</u> | <u>Tlx, Tel, Etc.</u> | <u>Payroll</u> | <u>Tax, Insurance</u> | <u>Prof. Fees</u> | <u>Travel/Hotel</u> | <u>Trade Shows</u> | <u>P/R Agents</u> | <u>Prom/Adv</u> | <u>Hospitality</u> | <u>Other</u> |
|---|---------------------|-------------------|----------------------------|-----------------------|--------------------|-----------------------|--------------------|---------------------|--------------------|--------------------|---------------------|--------------------|-------------------|
| April 18 - 30 | \$ 46,929.49 | \$ 100.00 | \$ 1,024.08 | \$ 4,575.24 | \$ 8,673.44 | \$ 8,783.06 | \$ 3,450.00 | \$ 1,306.81 | \$ 1,107.48 | \$ 6,650.00 | \$ 10,240.00 | \$ 240.32 | \$ 779.06 |
| May | 53,275.80 | 100.00 | 14,401.43 | 1,695.60 | 19,027.42 | 7,854.38 | 1,525.00 | 4,947.00 | 1,446.47 | - | 1,963.50 | - | 315.00 |
| June | 88,804.87 | 300.00 | 21,724.56 | 4,044.63 | 9,161.23 | 8,788.40 | 6,637.16 | 10,761.89 | 3,243.55 | 23,633.45 | - | - | 510.00 |
| July | 160,532.17 | 100.00 | 37,493.81 | 7,458.68 | 8,121.00 | 10,572.68 | - | 6,941.65 | 2,585.55 | 9,994.96 | 76,346.56 | - | 917.28 |
| August | 282,301.87 | 100.00 | 220,498.72 | 1,423.43 | 8,325.08 | 6,259.55 | 16,502.75 | 4,787.82 | 96.37 | 12,500.00 | 11,660.75 | - | 147.40 |
| September | 129,855.33 | 300.00 | 39,383.55 | 6,445.53 | 10,509.31 | 4,079.64 | 1,858.25 | 3,484.36 | 889.24 | 24,723.00 | 37,182.45 | - | 1,000.00 |
| October 1 - 17 | <u>92,588.99</u> | <u>415.50</u> | <u>16,828.47</u> | <u>3,035.79</u> | <u>-</u> | <u>884.00</u> | <u>11,903.22</u> | <u>620.02</u> | <u>180.79</u> | <u>-</u> | <u>55,620.49</u> | <u>100.71</u> | <u>3,000.00</u> |
| Disbursements for six months ended October 17, 1983 | <u>\$854,288.52</u> | <u>\$1,415.50</u> | <u>\$351,354.62</u> | <u>\$28,678.90</u> | <u>\$63,817.48</u> | <u>\$47,221.71</u> | <u>\$41,876.38</u> | <u>\$32,849.55</u> | <u>\$9,549.45</u> | <u>\$77,501.41</u> | <u>\$193,013.75</u> | <u>\$341.03</u> | <u>\$6,668.74</u> |

Disbursements for six months

ended October 17, 1983

192.

November 1, 1983

TO: David Christie, Stamford
FROM: Ian Gordon, Houston

Justice Department FARA Report

Bank Balance 4/17/83 \$ 475.35

Remittances Received from SDA, Glasgow

| | | |
|----------|------------|-----------|
| 4/18/83 | \$7,577.94 | |
| 5/11/83 | 6,084.93 | |
| 5/18/83 | 10,000.00 | |
| 6/3/83 | 8,576.98 | |
| 7/13/83 | 3,019.48 | |
| 8/10/83 | 5,218.27 | |
| 9/12/83 | 5,126.57 | |
| 10/12/83 | 4,995.22 | |
| | ----- | 50,599.39 |
| | | ----- |
| | | 51,074.74 |

Disbursements

| | | |
|-------------------------|----------|-------------|
| Office Rental | 3,950.00 | |
| Insurance | 2,005.00 | |
| Telephone/Telex | 3,956.99 | |
| Office Equipment | 3,954.30 | |
| Subsistence | 91.20 | |
| Postage | 1,159.02 | |
| Secretarial Services | 827.51 | |
| Printing/Stationery | 199.77 | |
| Hospitality | 6,480.00 | |
| Subscriptions | 854.25 | |
| Travel | 7,585.51 | |
| House Expenses | 4,829.14 | |
| Car Rental | 1,970.88 | |
| Legal/Professional Fees | 4,125.99 | |
| Exhibition Expenses | 856.00 | |
| | ----- | 42,845.56 |
| | | ----- |
| Bank Balance 10/17/83 | | \$ 8,229.18 |
| | | ----- |

Hospitality

Paid through Houston Office

| | |
|-------------------|--|
| Dinner | D. Murray, Occidental Oil & Gas, Houston |
| Lunch | G. Leslie, Royal Bank of Scotland, Houston |
| Lunch | M. MacBain, British Consulate, Houston |
| Hospitality Suite | Offshore Technology Conference, Houston 1983 |
| Lunch | J. Haggarty, SDA, Glasgow |
| Dinner | G. Mathewson, SDA, Glasgow D. Patience, Glasgow D. W. Peake, Milchem Inc., Houston W. Ross, Century Developments, Houston |
| Dinner | R. Burns, SDA Glasgow D. Ross, Century Developments, Houston |
| Lunch | J. Miller, Brodies, Edinburgh |
| Dinner | R. Sampson, N.E.S.D.A., Aberdeen |

American Express paid by Glasgow

| | |
|--------|--|
| Lunch | D. Cone, Business Consultant, Houston D. Lakin, British Caledonian, Houston |
| Dinner | D. Murray, Occidental Oil & Gas |
| Lunch | M. MacBain, British Consulate |
| Dinner | D. Haws, British Caledonian, London |
| Lunch | J. Warnock, Industrial Scotland Energy, Edinburgh |
| Dinner | A. Dalziel, East Kilbride Development Corporation |
| Lunch | R. Wood, Atkins Planning, London R. Fenton, T. Don Clark Personnel Services, Houston O. Moffitt, Automated Machine Products, Houston |

| DATE | 1983 | APRIL | CK # | BANK | PETTY CASH | TOTAL | R-ENT, EQUIP & SUPPLIES | CLX, TEL, POSTAGE & FREIGHT | PAIDROLL | TAXES INSURANCE | PROF FEES | TRAVEL HOTEL | TRADE SHOWS | FR AGENTS | PROMO | HOSP. |
|------|------|--|------|-------|------------|---------|-------------------------|-----------------------------|----------|-----------------|-----------|--------------|-------------|-----------|-------|--------|
| 1 | | Balance Forward | 880 | 58603 | 08 | 37 12 | 37 12 | | | | | | | | | |
| 6 | | CPS | 881 | | | 2738.16 | | | | 2738 16 | | | | | | |
| 12 | | Barclays Bank | 882 | | | 376 90 | | | | 376 90 | | | | | | |
| 12 | | NY St Inc Tax | 883 | | | 15 00 | | | | | | | | | | 15 00 |
| 12 | | N.A. Assoc of Ind Investors | 884 | | | 1910 00 | | | | | | 1910 00 | | | | |
| 13 | | Travel Adventure | 885 | | | 200 00 | | | | | | 200 00 | | | | |
| 15 | | John Todd | 886 | | | 2362 89 | 37 N | 2362 89 | | 3118 06 | | 2110 | | | | 15 00 |
| 18 | | NY TEL | 887 | | | 673 71 | | 673 71 | | | | | | | | |
| 18 | | NY TEL | 888 | | | 6055 05 | | | | 6055 05 | | | | | | |
| 18 | | U.S. Life Insurance | 889 | | | 1632 30 | | | | 1632 30 | | | | | | |
| 18 | | Z.I.R. Cross | 890 | | | 341 14 | | | | | | | | | | 341 14 |
| 18 | | United Expo Service | 891 | | | 315 55 | | | | | | | | | | 315 55 |
| 18 | | Floral Fashions | 892 | | | 15 00 | | | | | | | | | | 15 00 |
| 18 | | Clapp & Polliak | 893 | | | 64 12 | | | | | | | | | | 64 12 |
| 18 | | Iron Gate Products Co. | 894 | | | 2500 00 | | | | 2500 00 | | | | | | |
| 18 | | Fantus Co. | 895 | | | 350 00 | | | | 350 00 | | | | | | |
| 18 | | Calvin Richmond | 896 | | | 171 00 | | | | | | 171 00 | | | | |
| 18 | | Lita Boro Acres | 897 | | | 176 19 | | | | | | | | | | 176 19 |
| 18 | | Between the Bread | 898 | | | 57 52 | | | | | | | | | | |
| 18 | | ITT | 899 | | | 39 33 | | | | | | | | | | |
| 18 | | Western Union | 900 | | | 427 79 | | | | | | | | | | |
| 18 | | Federal Express | 901 | | | 100 00 | | | | | | | | | | |
| 18 | | Petty Cash | 902 | | 100 00 | 300 82 | | | | | | | | | | 300 82 |
| 18 | | Harcourt Brace Jovanovich Publications | 903 | | | 115 90 | | | | | | | | | | |
| 18 | | Main Distribution Center | 904 | | | 42 50 | | | | | | | | | | |
| 18 | | Allied | 905 | | | 70 36 | | | | | | | | | | |
| 18 | | Horticultural Creations | 906 | | | 360 36 | | | | | | | | | | |
| 18 | | Lloyds | 907 | | | 463 79 | | | | | | | | | | 463 79 |
| 18 | | Village Texaco | 908 | | | 175 00 | | | | | | | | | | |
| 18 | | Assoc for Corporate Training | 909 | | | 93 71 | | | | | | | | | | |
| 18 | | Fuller | 910 | | | 341 25 | | | | | | | | | | |
| 18 | | VOID | 911 | | | 2240 00 | | | | | | | | | | |
| 18 | | Cosmopolitan | 912 | | | 85 00 | | | | | | | | | | |
| 18 | | Trident Corp. | 913 | | | | | | | | | | | | | |
| 18 | | EA Chamber of Commerce | 914 | | | | | | | | | | | | | |

1982
EXP

| APRIL | CK # | BANK | CASH | PEMIV | TOTAL | RENT, OFF BOPT, & SUPPLIES | TEL POSTAGE FREIGHT | PAYROLL | TAXES INSURANCE | PROF FEES | TRAVEL HOTEL | TRADE SHOWS | AGENTS ADVTS | PROMO | OTHER | |
|------------------|------|--------|------|-------|-------|----------------------------------|---------------------------|---------|--------------------|--------------|-----------------|----------------|-----------------|-------|-------|------|
| | | 58603 | 08 | 100 | 25647 | 1061 | 20 | 3561 | 1080241 | 28501 | 2744 | 671 | 3240 | 240 | 575 | |
| 21 | 915 | | | | 20 | | | | | | | | | | 82 | |
| 21 | 916 | | | | 212 | | | | | | | | | | 29 | |
| 22 | 917 | | | | 300 | | | | | | | | | | 05 | |
| 22 | 918 | | | | 372 | | | | | | | | | | 2 | |
| 23 | 919 | | | | 600 | | | | | | | | | | 3 | |
| 23 | 920 | | | | 1014 | | | | | | | | | | 4 | |
| 26 | 921 | | | | 208 | | | | | | | | | | 5 | |
| 28 | 922 | | | | 142 | | | | | | | | | | 6 | |
| 28 | 923 | | | | 744 | | | | | | | | | | 7 | |
| 28 | 924 | | | | 650 | | | | | | | | | | 8 | |
| 28 | 925 | | | | 7000 | | | | | | | | | | 9 | |
| 28 | 926 | | | | 6000 | | | | | | | | | | 10 | |
| 28 | 927 | | | | 81 | | | | | | | | | | 11 | |
| 23 | 928 | | | | 175 | | | | | | | | | | 12 | |
| 23 | 929 | | | | 109 | | | | | | | | | | 13 | |
| 28 | 930 | | | | 33 | | | | | | | | | | 14 | |
| 1 | | | | | 341 | | | | | | | | | | 15 | |
| 3 | | | | | 1665 | | | | | | | | | | 16 | |
| 25 | | | | | 1666 | | | | | | | | | | 17 | |
| 23 | | | | | 5000 | | | | | | | | | | 18 | |
| 1 | | | | | 2 | | | | | | | | | | 19 | |
| 5 | | | | | 21 | | | | | | | | | | 20 | |
| 3 | | | | | 6815 | | | | | | | | | | 21 | |
| 22 | | | | | 1385 | | | | | | | | | | 22 | |
| 12 | | | | | 70 | | | | | | | | | | 23 | |
| 2 | | | | | 80 | | | | | | | | | | 24 | |
| Total: | | | | | | | | | | | | | | | | |
| | | 216803 | 14 | 100 | 52205 | 67 | 1061 | 20 | 4 | 575 | 24 | 8673 | 44 | 11898 | 12 | 3450 |
| less 4/1 to 4/17 | | | | | | | | | | | | | | | | |
| | | | | | 577 | 12 | 37 | 17 | 3115 | 06 | 7110 | 1107 | 48 | 6650 | 16240 | 240 |
| 794.06 | | | | | | | | | | | | | | | | |
| 15.00 | | | | | | | | | | | | | | | | |
| 779.06 | | | | | | | | | | | | | | | | |

less 4/1 to 4/17

<3717>

<3115.06>

<7110>

100

469949

104108

4575.14

8673.44

8783.86

3450

1107.48

6650

16240

240

794.06

<15.00>

779.06

1982 MAY

| DAY | CK # | PRITY | BANK | TOTAL | PRNT OFF EQUIP & SUPPLIES | TEL & POSTAGE | FREIGHT | WYROLL | INSURANCE | FEEES | PROF | TRAVEL | HOTEL | SHOWS | PR AGENTS | PROMO ADVING. | HOSP. | OTHER | |
|-----|------|--|------------|----------|---------------------------|---------------|---------|--------|-----------|-------|------|--------|---------|--------|-----------|---------------|-------|-------|--|
| 1 | | | | | | | | | | | | | | | | | | | |
| 1 | 1 | | | | | | | | | | | | | | | | | | |
| 4 | 931 | Balance Forward | 164595 '41 | 3173 28 | | | | | | | | | | | | | | | |
| 4 | 932 | Barclays Bank | | 514 50 | | | | | | | | | | | | | | | |
| 4 | 933 | NE St Inc Tax | | 79 87 | | | 87 | | | | | | | | | | | | |
| 4 | 934 | Western Union | | 169 44 | | | 44 | | | | | | | | | | | | |
| 4 | 935 | Tilden Financial Corp | | 10038 13 | | | | | | | | | | | | | | | |
| 5 | 937 | Cushman & Wakefield | | 1783 60 | | | | | | | | | 1783 60 | | | | | | |
| 6 | 939 | David Christie | | 85 80 | | | 85 | | | | | | | | | | | | |
| 6 | 940 | UFS | | 350 00 | | | | | | | | | | | | | | | |
| 6 | 942 | Entertainment Ltd. Piper | | 143 85 | | | | | | | | | | 350 75 | | | | | |
| 9 | 942 | Win Deco Display Co. | | 35 75 | | | | | | | | | | 143 85 | | | | | |
| 9 | 943 | George Philips Electric Inc | | 43 20 | | | | | | | | | | 35 75 | | | | | |
| 9 | 944 | Triangle General | | 60 | | | | | | | | | | 43 20 | | | | | |
| 9 | 945 | Barclays Bank | | 4166 60 | | | | | | | | | | | | | | | |
| 9 | 946 | South Central Bell | | 232 40 | | | | | | | | | | | | | | | |
| 9 | 947 | Ill Bell | | 176 24 | | | | | | | | | | | | | | | |
| 9 | 948 | Mature Temps | | 823 20 | | | | | | | | | | 232 40 | | | | | |
| 9 | 949 | United Expos Service | | 87 38 | | | | | | | | | | 176 24 | | | | | |
| 9 | 950 | Metropolitan Fair & Expo | | 159 75 | | | | | | | | | | | | | | | |
| 9 | 951 | Inta Boro Acres | | 126 00 | | | | | | | | | | | | | | | |
| 9 | 952 | ITT | | 64 95 | | | | | | | | | | | | | | | |
| 9 | 953 | N.J. Bell | | 209 01 | | | 64 95 | | | | | | | | | | | | |
| 9 | 954 | Central Supply | | 266 55 | | | | | | | | | | | | | | | |
| 9 | 955 | Horticultural Creations | | 70 36 | | | | | | | | | | | | | | | |
| 9 | 956 | Bob Sharp Leasing | | 2096 44 | | | | | | | | | | | | | | | |
| 9 | 957 | Federal Express | | 522 75 | | | | | | | | | | | | | | | |
| 9 | 958 | Brit Am Chamber of Comh | | 95 00 | | | | | | | | | | | | | | | |
| 9 | 959 | Village Texaco | | 124 66 | | | | | | | | | | | | | | | |
| 9 | 960 | Lloyds | | 344 55 | | | | | | | | | | | | | | | |
| 9 | 961 | Hertz | | 519 50 | | | | | | | | | | | | | | | |
| 9 | 962 | Pitney Bowes Credit Corp | | 890 40 | | | | | | | | | | | | | | | |
| 9 | 963 | Pitney Bowes | | 815 12 | | | | | | | | | | | | | | | |
| 9 | 964 | Top Brand Snax | | 164 02 | | | | | | | | | | | | | | | |
| 9 | 965 | Van Summer & Weigold Architects & Planners | | 382 25 | | | | | | | | | | | | | | | |
| 9 | 966 | World Wide Courier | | 15 93 | | | | | | | | | | | | | | | |
| | | | | 15 93 | | | | | | | | | | | | | | | |
| | | | | 15 93 | | | | | | | | | | | | | | | |

1983

| DAY | MEMO | CK # | BANK | PETTY CASH | TOTAL | RENT, OFF TLX, TEL | FOOD & POSTAGE | SUPPLIES | FRIGHT | PAYROLL | INSURANCE | FEES | TRAVEL | TRADE SHOWS | PR | AGENTS | ADVISE | PROVO | HOSE | OTHER | |
|--------|---------------------------------|------|--------|------------|----------|--------------------|----------------|----------|---------|----------|-----------|------|---------|-------------|----|--------|--------|-------|------|-------|---------|
| | c/f | | 164596 | 41 | 28769.49 | 13794.53 | 938.74 | | | | 7854.28 | 1525 | 4650.20 | 1436.58 | | | | | | 95 | |
| 9 | Puroator Courier Corp. | 967 | | | 15.60 | 15.60 | | | | | | | | | | | | | | | |
| 9 | Boyer, Hughes & Farrell | 968 | | | 1525.00 | | | | | | | | | | | | | | | | |
| 9 | Allied | 969 | | | 21.25 | 21.25 | | | | | | | | | | | | | | | |
| 9 | Tel-Tex Branch | 970 | | | 385.60 | | 385.60 | | | | | | | | | | | | | | |
| 9 | Suprator Envelope | 971 | | | 71.26 | 71.26 | | | | | | | | | | | | | | | |
| 9 | Trident | 972 | | | 613.60 | | | | | | | | | | | | | | | | 613.60 |
| 9 | Convention Air | 973 | | | 371.26 | | 371.26 | | | | | | | | | | | | | | |
| 19 | Petty Cash | 974 | | 100 | 100 | | | | | | | | | | | | | | | | |
| 19 | Freeman Decorating Co. | 975 | | | 54.40 | | | | | | | | 54.40 | | | | | | | | |
| 19 | Parking Violations | 976 | | | 40 | | | | | | | | | | | | | | | | |
| 19 | NY Tel. Exhibitor | 977 | | | 200.24 | | | | | | | | 200.24 | | | | | | | | |
| 19 | NY Hilton Hotel | 978 | | | 121 | | | | | | | | 121 | | | | | | | | 40 |
| 19 | United Expo Service | 979 | | | 259.25 | | | | | | | | 259.25 | | | | | | | | |
| 19 | Cosmopolitan | 980 | | | 249.37 | 249.37 | | | | | | | | | | | | | | | |
| 19 | Assoc. for Corp. Growth | 931 | | | 180 | | | | | | | | | | | | | | | | |
| 27 | Susan Anderson | 933 | | | 296.90 | | | | | | | | 296.90 | | | | | | | | |
| 6 | Payroll Transfer | | | | 3976.07 | | | | | 3976.07 | | | | | | | | | | | |
| 13 | Payroll Transfer | | | | 2845.77 | | | | | 2845.77 | | | | | | | | | | | |
| 20 | Payroll Transfer | | | | 1666.07 | | | | | 1666.07 | | | | | | | | | | | |
| 26 | Payroll Transfer | | | | 17639.51 | | | | | 17639.51 | | | | | | | | | | | |
| 5 | Deposit | | 833 | 45 | | | | | | | | | | | | | | | | | |
| 23 | Deposit | | 438 | 66 | | | | | | | | | | | | | | | | | |
| Apr 21 | Cosmopolitan * | 912 | | | 249.37 | 249.37 | | | | | | | | | | | | | | | |
| Apr 21 | Trident * | 913 | | | 1349.90 | | | | | | | | | | | | | | | | |
| 20 | AGY Sigrath '83 (Now void) *682 | | | | 625 | | | | | | | | | | | | | | | | |
| | TOTAL: | | 165868 | 52 | 53275.90 | 14401.43 | 1695.60 | 19027.42 | 7854.38 | 1525 | 4947 | 4947 | 296.90 | 1436.58 | | | | | | | 315 |
| | | | | | | | | | | | | | | | | | | | | | 1349.90 |
| | | | | | | | | | | | | | | | | | | | | | 1963.50 |
| | | | | | | | | | | | | | | | | | | | | | 1446.47 |

(625)

* Actual check was for 590.62 but was recorded in April check book stub and April ledger as \$341.25

* Actual check was for \$4,589.90, but was recorded in April check book stub and April ledger as \$3,240.00.

In both cases I changed the check after it was signed to cover new invoices, but inadvertently forgot to change check book stub.

* Check was returned to us and is now void - negative disbursement

| 1983 | JUNE | CK | PANK | PETTY | TOTAL | RENT, OFF. EQUIP & SUPPLIES | TEL. & POSTAGE | TRAVEL | TRAVEL | TRAVEL | PR | PHOTO | HOSP. | OTHER. |
|------|----------------------------|------|-----------|-------|--------|-----------------------------|----------------|-----------|---------|--------|--------|--------|-------|--------|
| DAY | | # | | CASE | | | FRIGHT | INSURANCE | HOVEL | SHOPS | AGENTS | ADVIG. | | |
| 1 | Balance Forward | | 112592 72 | | | | | | | | | | | |
| 2 | PETTY CASH | 985 | | 100 | 100 16 | | | | | | | | | |
| 2 | MacFARLANE & CO. | 986 | | | 6637 | | | | | | | | | |
| 2 | NY TEL ELECTRO SHOM | 987 | | | 141 | | | | | | | | | |
| 2 | NY TELEPHONE (NEFAX) | 988 | | | 353 21 | | | | | | | | | |
| 2 | NY TELEPHONE | 989 | | | 1723 | | 1723 08 | | | | | | | |
| 2 | NY POSTMASTER | 990 | | | 1014 | | 1014 | | | | | | | |
| 2 | FEDERAL EXPRESS | 991 | | | 868 | | 868 | | | | | | | |
| 2 | ORBIT INTL TRAVEL LTD | 992 | | | 452 | | | | 452 | | | | | |
| 2 | FIRST INSURANCE | 993 | | | 3204 | | | 3204 11 | | | | | | |
| 2 | CUSHMAN & WAKEFIELD | 994 | | | 10136 | 10136 90 | | | | | | | | |
| 2 | BOB SHARP LEASING | 995 | | | 1007 | | | | 1007 49 | | | | | |
| 2 | THE PITTSBURGH HILTON | 996 | | | 3189 | | | | 3189 93 | | | | | |
| 2 | BARCLAYS BANK | 997 | | | 4057 | | | 4057 38 | | | | | | |
| 2 | NY ST INC. TAX | 998 | | | 1526 | | | 1526 21 | | | | | | |
| 2 | ALLIED | 999 | | | 148 | | | | | | | | | |
| 2 | A.A.I.I. | 2000 | | | 15 | | | | | | | | | |
| 2 | TRAVEL ADVENTURE | 2001 | | | 403 | | | | 403 50 | | | | | |
| 2 | INTA BORO ACRES | 2002 | | | 66 | | | | 66 | | | | | |
| 2 | LLOYDS | 2003 | | | 225 | | | | | | | | | |
| 3 | JAY DURAN ASSOC. | 2004 | | | 280 | | | | | | | | | |
| 3 | ELECTRY '84 | 2005 | | | 15 | | | | | | | | | |
| 3 | TEMPS AMERICA | 2006 | | | 1344 | | | | | | | | | |
| 3 | NORRIS, McLAUGHLIN, MARCUS | 2007 | | | 1117 | | | | | | | | | |
| 3 | CADCON-MORGAN GRAMPYAN | 2008 | | | 380 | | | | | | | | | |
| 3 | TILDEN | 2010 | | | 86 | | | | | | | | | |
| 6 | HORTICULTURAL CREATIONS | 2011 | | | 70 | | | | | | | | | |
| 6 | ELECTRO '84 | 2012 | | | 1260 | | | | | | | | | |
| 6 | REC | 2013 | | | 177 | | | | | | | | | |
| 6 | MEDIACOM COMMUNICATIONS | 2014 | | | 500 | | | | | | | | | |
| 9 | CARL BYOIR | 2015 | | | 23 | | | | | | | | | |
| 12 | SANDY SHAW ADV. EXP. | 2016 | | | 490 | | | | | | | | | |
| 13 | BARBARA MCKENZIE | 2017 | | | 150 | | | | | | | | | |
| 15 | WILLIAM M. GARNETT ASSOCS. | 2018 | | | 7 | | | | | | | | | |

| 1983 | JUNE | CK # | BANK | PETTY CASH | TOTAL | RENT, OFF EQUIP & SUPPLIES | TEL, TEL POSTAGE | FREIGHT | PAYROLL | TAXES INSURANCE FEES | TRAVEL HOTEL | TRADE SHOWS | PR AGENTS | PROD ADVTC | HOSP | OTHER |
|------|--------------------------|------|-----------|------------|----------|----------------------------|------------------|---------|---------|----------------------|--------------|-------------|-----------|------------|------|-------|
| 15 | SANDY SHAW | 2019 | 112592 72 | 100 | 71800 11 | 20577 21 | 4044 53 | | | 8788 40 | 5749 50 | 2254 76 | 23633 45 | | | 15 |
| | | | C/F | | 434 20 | | | | | | 434 20 | | | | | 495 |
| 17 | THE LANDMARK CLUB | 2020 | | | 495 | | | | | | | | | | | |
| 17 | ROSEMARY PAULSEN | 2021 | | | 209 | | | | | | 209 | | | | | |
| 20 | ORBIT INTL TRAVEL LTD | 2022 | | | 4254 | | | | | | 4254 | | | | | |
| 20 | MORGAN-GRAMPAIN | 2023 | | | 570 | | | | | | | 570 | | | | |
| 20 | FLORAL FASHIONS INC. | 2024 | | | 192 | 60 | | | | | | 192 | 60 | | | |
| 20 | METROPOLITAN FAIR & EXPO | 2025 | | | 92 | 25 | | | | | | 92 | 25 | | | |
| 20 | PETTY CASH | 2027 | | -100 | 100 | | | | | | | 33 | 94 | | | |
| 20 | NY COLISEUM EXPO CORP | 2028 | | | 33 | 38 | | | | | | | | | | |
| 20 | TOP BRAND SNAX | 2029 | | | 78 | 78 88 | | | | | | | | | | |
| 20 | SUPERIOR ENVELOPES | 2030 | | | 68 | 47 | | | | | | | | | | |
| 20 | SEMI | 2031 | | | 100 | | | | | | | 100 | | | | |
| 20 | CUMMINGS & LOCKWOOD | 2032 | | | 1000 | 1000 | | | | | | | | | | |
| 22 | BARBARA MCKENZIE | 2033 | | | 115 | | | | | | 115 | | | | | |
| 30 | PETTY CASH | 2034 | | 100 | 100 | | | | | | | | | | | |
| 2 | PAYROLL TRANSFER | | | | 1040 | | | | 1040 | | | | | | | |
| 14 | PAYROLL TRANSFER | | | | 1560 | | | | 1560 | | | | | | | |
| 28 | PAYROLL TRANSFER | | | | 5000 | | | | 5000 | | | | | | | |
| 30 | PAYROLL TRANSFER | | | | 1560 | | | | 1560 | | | | | | | |
| 15 | FREEMAN DEC. DEPOSIT | | | 54 40 | | | | | | | | | | | | |
| 23 | GLASSON TRANSFER | | 70,000 | | | | | | | | | | | | | |
| | TOTAL: | | 18264712 | 300 | 88804 87 | 21724 56 | 4044 53 | 9161 23 | 8788 40 | 6637 16 | 10761 89 | 3243 55 | 23633 45 | | | 510 |

1983

JULY

CK BANK

PEITY CASH

TOTAL

RENT, OFF TEL, TEL EQUIP & POSTAGE SUPPLIES

EMPLOY

TAXES PROF

TRAVEL HOTEL

TRADE SHOWS

PR PROMO

AGENTS ADVTG. HOSP.

OTHER

| DAY | DESCRIPTION | CK BANK | PEITY CASH | TOTAL | RENT, OFF TEL, TEL EQUIP & POSTAGE SUPPLIES | EMPLOY | TAXES PROF | TRAVEL HOTEL | TRADE SHOWS | PR PROMO | AGENTS ADVTG. HOSP. | OTHER |
|-----|---------------------------|---------|------------|--------|---|--------|------------|--------------|-------------|----------|---------------------|-------|
| 1 | Balance Forward | 93842 | 125 | | | | | | | | | |
| 2 | Homer & Durham | 035 | | 52 143 | | | | | | | 52143 | |
| 3 | Rosemary Paulsen | 037 | | 189 | | | | 189 | 89 | | | |
| 4 | David Christie | 038 | | 1 087 | | | | 49 | | | | |
| 5 | Unised Expo Service | 039 | | 175 | | | | 31 | 175 | | | |
| 6 | Successful Meetings | 040 | | 10 | | | | 74 | | | | |
| 7 | Orbit Intl Travel | 041 | | 350 | | | | | 350 | | | |
| 8 | Tilden Financial Corp. | 042 | | 44 | 44 | | | | | | | |
| 8 | NY ST Income Tax | 043 | | 262 | | | 262 | 10 | | | | |
| 8 | Barclays Bank | 044 | | 1966 | | | 1966 | 32 | | | | |
| 8 | Cushman & Wakefield | 045 | | 17751 | 17751 | | | 54 | | | | |
| 8 | NY Telephone | 046 | | 1352 | | | | 40 | | | | |
| 8 | NY Telephone (Nefax) | 047 | | 313 | | | | 31 | | | | |
| 8 | Ill Bell | 048 | | 98 | | | | 32 | 88 | | | |
| 8 | New England Tel | 049 | | 177 | | | | 91 | 117 | | | |
| 8 | Main Distribution Ctr | 050 | | 275 | | | | 90 | | | | |
| 8 | Kin Deco Display | 051 | | 7 | | | | 68 | | | | |
| 11 | Creative Interior Designs | 052 | | 650 | | | | | 650 | | | |
| 11 | Blue Cross | 053 | | 1801 | | | | 55 | | | | |
| 11 | Federal Express | 054 | | 1166 | | | | 75 | | | | |
| 11 | MFS Leasing | 055 | | 3612 | | | | 61 | | | | |
| 11 | MEC Facsimile | 056 | | 264 | | | | 40 | | | | |
| 11 | Yang Supplies Div. | 057 | | 472 | | | | | 472 | | | |
| 11 | Yang Lab | 058 | | 300 | | | | | 300 | | | |
| 11 | Western Union | 059 | | 49 | | | | 29 | | | | |
| 11 | Barbara McKenzie | 060 | | 115 | | | | 90 | | | | |
| 19 | Between the Bread | 061 | | 66 | | | | 71 | | | | |
| 19 | Inta Soro Acres | 062 | | 72 | | | | | | | | |
| 19 | Fuller Stationers | 063 | | 379 | | | | 96 | | | | |
| 19 | U.S. Life Insurance | 064 | | 5581 | | | | 61 | | | | |
| 19 | Pitney Bowes | 065 | | 581 | | | | 57 | | | | |
| 19 | Pitney Bowes Credit | 066 | | 884 | | | | 40 | | | | |
| 19 | Trident | 067 | | 5393 | | | | 89 | | | | |
| 19 | Bob Sharp Leasing | 068 | | 1007 | | | | 49 | | | | |
| 19 | Allied | 069 | | 118 | | | | 63 | | | | |
| | | | | 1007 | | | | 49 | | | | |
| | | | | 118 | | | | 63 | | | | |
| | | | | 5393 | | | | 89 | | | | |
| | | | | 1007 | | | | 49 | | | | |
| | | | | 118 | | | | 63 | | | | |
| | | | | 5393 | | | | 89 | | | | |
| | | | | 1007 | | | | 49 | | | | |
| | | | | 118 | | | | 63 | | | | |

Cummings & Lockwood 196
 Ct., Nat'l Bank 107
 Bull's Head Printers 108
 Payroll 46
 Payroll 54
 Transfer G1gw 50000
 Transfer G1gw 50000
 Deposit 388
 Check Returned 975

| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------|-------|-----|-----|------|------|------|------|-------|----|------|----|------|----|-------|----|--------|----|--------|----|------|----|------|----|------|----|-------|----|
| 12000 | 12000 | 500 | 500 | 1560 | 1560 | 6560 | 6560 | 10572 | 68 | 8121 | 81 | 7458 | 68 | 37493 | 77 | 160477 | 77 | 194230 | 77 | 6941 | 65 | 2585 | 55 | 9994 | 96 | 76346 | 56 |
| 100 | 100 | 500 | 500 | 1560 | 1560 | 6560 | 6560 | 10572 | 68 | 8121 | 81 | 7458 | 68 | 37493 | 77 | 160477 | 77 | 194230 | 77 | 6941 | 65 | 2585 | 55 | 9994 | 96 | 76346 | 56 |
| 100 | 100 | 500 | 500 | 1560 | 1560 | 6560 | 6560 | 10572 | 68 | 8121 | 81 | 7458 | 68 | 37493 | 77 | 160477 | 77 | 194230 | 77 | 6941 | 65 | 2585 | 55 | 9994 | 96 | 76346 | 56 |

Total: 194230 77 100 - 160477 77 37493 81 8121 68 7458 68 37493 77 160477 77 194230 77 6941 65 2585 55 9994 96 76346 56

OUTSTANDING CHECKS
 032 1000 - ✓ BANK
 080 9994 96 ✓
 083 96 - ✓ BANK BALANCE: 77764 16
 084 18809 67 ✓ OTSTDG CHECKS: -44011 16
 090 200 - ✓ 33753 -
 098 964 44 ✓
 099 64 95 ✓
 100 91 14 ✓
 104 100 - ✓
 106 12000 - ✓ TARGET BALANCES 10000
 107 100 - ✓ ACTUAL BALANCES 41476
 108 + 500 - ✓
 44011 16

LEDGER
 CREDITS: 194230 77
 DEBITS: -160477 77
 33753 -

PETTY CASH
 CREDITS 288 08
 DEBITS -103 05
 * 184. 13
 Inexplicable difference between audit and 56

AVG 42500
 MAX 75000
 61122

1983 AUGUST DAY

| CK # | BANK | PETTY CASH | TOTAL | RENT, OFF TLX, TEL, EQUIPT, & POSTAGE, SUPPLIES | FREIGHT | PAYROLL | TAXES INSURANCE FEES | PROF | TRAVEL HOTEL | TRADE SHOWS | DR AGENTS | ADVTC | HOSP | OTHER |
|------|-------------------|------------|----------|---|---------|----------|----------------------|---------|--------------|-------------|-----------|-----------|------|--------|
| 143 | 33753 - | 100 - | 25175520 | 20708693 | 136085 | | 24930 | 1650275 | 210579 | 9637 | 12500 | 1165075 | | 9240 |
| | | | 4114 | | 4114 | | | | | | | | | |
| 144 | | | 2618 | | | | | | | | | | | 261872 |
| 145 | | | 2220 | | | | 2220 | 96 | | | | | | |
| 146 | | | 466 | | | | 466 | 65 | | | | | | |
| 147 | | | 750 | | 750 | | | | | | | | | |
| 148 | | | 2144 | | | | | | | | | | | |
| 149 | | | 2348 | | 2348 | | | | | | | | | |
| 150 | | | 1000 | | | | | | | | | | | 1000 |
| 151 | | | 1971 | | | | | | | | | | | 1971 |
| 152 | | | 750 | | | | | | | | | | | 75084 |
| 153 | | | 3000 | | | | | | | | | | | 3000 |
| 154 | | | 736 | | | | | | 736 | | | | | 73655 |
| 155 | | | 249 | | 249 | 88 | | | | | | | | |
| 156 | | | 3047 | | | | | | | | | | | 304781 |
| 157 | | | 1144 | | | | | | 1144 | | | | | |
| 158 | | | 93 | | | | | | 93 | | | | | |
| 159 | | | 311 | | | | 311 | 10 | | | | | | |
| 160 | | | 3011 | | | | 3011 | 54 | | | | | | |
| | | | 55 | | | | | | | | | | | |
| | | | 707 | | | | | | 707 | | | | | |
| 10 | Transfer - Grasso | | 7500 | | | | | | | | | | | |
| 2 | Deposit | | 49613 | | | | | | | | | | | |
| 12 | Transfer - Grasso | | 17500 | | | | | | | | | | | |
| 11 | Payroll | | 19630 | | | | | | | | | | | |
| 24 | Deposit | | 119032 | | | | | | | | | | | |
| 25 | Payroll | | 2072825 | | | | | | | | | | | |
| 30 | Deposit | | 2523087 | | 2523087 | 20811035 | | | 47872 | | | 962712500 | | 125377 |
| | Totals | | | | | | | | | | | | | |

Circled items have been changed to Rent, office equip.

| | |
|------------|---------------|
| LEDCOR | |
| CREDITS | 28729225 |
| DEBITS | 28230187 |
| | <u>499638</u> |
| PETTY CASH | |
| CREDITS | 12568 |
| DEBITS | 9404 |
| | <u>3164</u> |

| | |
|-----------|---------------|
| BANK: | |
| SALANCE | 2350403 |
| AS CHECKS | 1850765 |
| | <u>499638</u> |
| Amount | |
| 301154 | |
| 55 | |
| 70710 | |
| 1850765 | |

Min Avg Max

Outstanding Checks 136

| MBS DAY | SEPTEMBER | CK # | BANK | PETTY CASH | TOTAL | RENT, OFF EQUIP SUPPLIES | TAX TEL. PRESENT | TRAVEL | TAXES | PROF. FEES | TRAVEL SHOWS | PR AGENTS | PROMO APPTS | OTHER |
|---------|-------------------------------|------|------|------------|----------|--------------------------|------------------|--------|----------|------------|--------------|-----------|-------------|--------|
| 8 | HOMER AND DURHAM | 2194 | | | 28461.45 | | | | | | | | 28461.45 | |
| 8 | CAVE BYOR + ASSOCIATES | 195 | | | 16533.53 | | | | | | | 16533.53 | | |
| 8 | FULLER STATIONERS | 196 | | | 12545 | 12545 | | | | | | | | |
| 8 | TRANSPACIFIC AIR CARGO | 197 | | | 46291 | | 46291 | | | | | | | |
| 13 | INTERIOR PLANT DESIGN ROOM | 198 | | | 5985 | | | | | | | | | |
| 13 | WIN DECOR DISPLAY CO | 199 | | | 1890 | | | | | | | | | 5985 |
| 13 | BOSTON PARK PIZZA HOTEL | 200 | | | 8925 | | | | | | | | | 1890 |
| 13 | WIN DECOR DISPLAY CO | 201 | | | 8374 | | | | | | | | | 8925 |
| 13 | AMER. INST. OF ARCHITECTS ASK | 202 | | | 45- | 45- | | | | | | | | 8374 |
| 15 | FITNEY BOWES | 203 | | | 500- | | 500- | | | | | | | |
| 20 | RICHARD BURNS | 204 | | | 1000- | | | | | | | | | |
| 20 | FORD MOTOR CREDIT | 205 | | | 38610 | 38610 | | | | | | | | |
| 21 | CREATIVE INTERIOR DESIGNS | 206 | | | 333896 | 333896 | | | | | | | | |
| 21 | HENRY MEYER CO. (DAMES) | 207 | | | 725- | 725- | | | | | | | | |
| 21 | R.M.S. | 208 | | | 200- | | 200- | | | | | | | |
| 21 | FITNEY BOWES CREDIT CORP | 209 | | | 29025 | 29025 | | | | | | | | |
| 22 | DAWES SMITH (REPROGRAM) | 210 | | | 35153 | 35153 | | | | | | | | |
| 22 | CREATIVE INTERIOR DESIGNS | 211 | | | 2350.00 | 2350 | | | | | | | | |
| 22 | DAVID CHRISTIE | 212 | | | 52652 | | | | | | | | | 52652 |
| 26 | CONNECTICUT NATIONAL BANK | 215 | | | 36395.54 | | | | 36395.54 | | | | | |
| 26 | N.Y.S. INCOME TAX | 214 | | | 44010 | | | | | | | | | |
| 26 | ROSEMARY FAUSTON | 215 | | | 147.87 | | | | | | | | | 147.87 |
| 26 | INTERIOR PLANT DESIGN ROOM | 216 | | | 50738 | 50738 | | | | | | | | |
| 26 | COLUMBIA LOCKWOOD | 217 | | | 185825 | | | | | | | | | 185825 |
| 26 | BARBARA McKENZIE | 218 | | | 7190 | | | | | | | | | 7190 |
| 26 | BUSINESS + TRADE PUBLICATIONS | 219 | | | 525- | 325- | | | | | | | | |
| 26 | WANG LABS, Inc. | 220 | | | 1770 | 1770 | | | | | | | | |
| 26 | MARINE BROTHERS, INC | 221 | | | 352250 | | | | | | | | | |
| 26 | BILLS HEND PRINTERS | 222 | | | 176097 | 176097 | | | | | | | | |
| 26 | MAIN DISTRIBUTION CENTER | 223 | | | 43920 | 43920 | | | | | | | | |
| 26 | SUMNER M.E. TELEPHONE | 224 | | | 14382 | | 14382 | | | | | | | |
| 26 | N.Y. TELEPHONE | 225 | | | 168905 | | 168905 | | | | | | | |
| 26 | GILFELSON PHOTOGRAPHY | 226 | | | 29563 | 29563 | | | | | | | | |
| 26 | FEDERAL EXPRESS | 227 | | | 9- | 9- | | | | | | | | |
| 26 | VILLAGE PHONE | 228 | | | 7190 | | | | | | | | | 7190 |

OFFICE MOE 352250

- circled item was charged to Rent, office equip etc.

| 1983 | SEPTEMBER | CX # | BANK | PETTY CASH | TOTAL | REPAIRS EQUIPMENT | TEX TEL DISCOUNT | PAYROLL | TAXES + PROF INSURANCE FEES | TRAVEL + HOTEL | TRAINS AGENTS | PROMO ADVERT | Office |
|------|-----------|------|-------------------------------|------------|---------|----------------------|---------------------|---------|--------------------------------|-------------------|------------------|-----------------|---------|
| 1 | Sept 26 | 229 | FINZIG PHOTOGRAPHERS | | | | | | | | | | |
| 2 | 26 | 230 | INT'L EXPOSITION CO. | | | | | | | | | | |
| 3 | 26 | 231 | VOID | 78- | 637.50 | 78- | | | | | 637.50 | | |
| 4 | 26 | 232 | WINTER MGMT. CORP. | 195- | 195- | 195- | | | | | | | |
| 5 | 26 | 233 | CAR. BYOIR | 8189.17 | 8189.17 | | | | | | | | |
| 6 | 22 | - | PAYROLL | 11942.6 | 11942.6 | | | 11942.6 | | | | | 8189.17 |
| 7 | 28 | - | PAYROLL | 5000- | 5000- | | | 5000- | | | | | |
| 8 | | | TRANSFER - GLASGOW | 9000.00 | | | | | | | | | |
| 9 | | | OVERPAYMENT OF TELEPHONE BILL | 1167.9 | | | | | | | | | |
| 10 | | | 320- | | | | | | | | | | |
| 11 | | | 1700- | | | | | | | | | | |
| 12 | | | 14713317 | 3000 | 1298533 | 3586105 | 644533 | 185078 | 407964 | 185825 | 348436 | 88924 | 2472360 |
| 13 | | | | | | | | | | | | | 3718245 |
| 14 | | | | | | | | | | | | | 452250 |

BANK RECONCILIATION

BALANCE PER BANK, 9/30/83 \$22,908.83

OUTSTANDING CHECKS:

| | |
|-------------------------|-----------------|
| 2136 | 1585.00 |
| 2151 | 249.88 |
| 2197 | 422.91 |
| 2208 | 2000.00 |
| 2209 | 2908.5 |
| 2212 | 526.52 |
| 2214 | 4401.0 |
| 2219 | 3250.0 |
| 2223 | 439.90 |
| 2226 | 295.83 |
| 2229 | 78.00 |
| 2230 | 657.50 |
| BANKS AX BOOKS, 9/30/83 | 530.69 |
| | <u>17277.84</u> |

LEDGER BALANCE

CREDITS 14713317

DEBITS 12985333

Balance 9/30/83 17277.84

PETTY CASH

DEBITS \$331.64

CREDITS 309.08

BALANCE 22.56

MIN. AVE. MAX

TARGETED BALANCE 10000 42500 75000

Actual Balance 17261 69158 129194

1983
DAY

OCTOBER

CK #

PETTY CASH

TOTAL

RENT, OFF TLX, TEL
EQUIP & POSTAGE

TAXES

PROF

TRAVEL

TRADE

FR

PROFD

HOSP.

OTHER

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | | |
|---|---------------------------|----------------------------|-------------------------|------------------|----------------------|--|------------------|--------|--------|---------------|-----------|-----------------------------|-------------------------|---------------------|--------------------------|-------------------------------|-------------------|-------------------|--------------|-------------------|---------------|----------------------|---------------------------|-------------------|------------------------|------------------------------|------------------------|--------------------------------|--------------------|------------------------------|------------------|-----------------------|-----------------------------------|-------------------------|----------------------------|---------------------|-------------------------------|
| 1 | 6 | 6 | 6 | 6 | 6 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | | |
| | Balance Forward - Baccays | Robbins Tessor Assoc. 2234 | Cushman & Warefield 225 | Tosacco Road 236 | Spas Copy Center 237 | Supplies, Inspection Agency (cont) 238 | Petty Cash -1001 | 1001 | 1002 | Western Union | ACE SIGNS | Geo. E. Ross (copy for) 005 | Stenborg Agency Inc 006 | NEC America Inc 007 | Inta Bore Acres, Inc 008 | United Exposition Service 009 | 1st Trans Co. 010 | Temp. America 011 | N.Y. Ten 012 | Landmark Club 013 | Wing Lass 014 | J.M. Parkme, Inc 015 | Auto Maintenance Corp 016 | Lotus of N.Y. 017 | Wing Supplies Div. 018 | Creative Interior Design 019 | Lighting Unlimited 020 | Bryan Building Maintenance 021 | S.A.C. A. Inc. 022 | Southern New England TEE 023 | Lantern Club 024 | Fuller Stationers 025 | World Wide Telecommunications 026 | Menu Communications 027 | First Insurance Agency 028 | General Courier 029 | Pipe March Thomas Steiner 030 |
| | 107.50 | 9386.87 | 9386.87 | 20.00 | 77.62 | 20.00 | 115.50 | 326.10 | 145.49 | 284.87 | 2180.00 | 2600.00 | 1250.00 | 480.00 | 7329 | 9273.22 | 398.40 | 206.88 | 1007.10 | 450.00 | 450.00 | 850.00 | 1837.00 | 170.00 | 1222.63 | 376.67 | 126.00 | 1500.00 | 237.10 | 80.36 | 15.43 | 1029.92 | 500.00 | 884.00 | 7.50 | 1500.00 | |
| | | | | | | | | | 145.69 | 2180.00 | 2600.00 | 1250.00 | 480.00 | 7329 | 9273.22 | 398.40 | 206.88 | 1007.10 | 450.00 | 450.00 | 850.00 | 1837.00 | 170.00 | 1222.63 | 376.67 | 126.00 | 1500.00 | 237.10 | 80.36 | 15.43 | 1029.92 | 500.00 | 884.00 | 7.50 | 1500.00 | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

CNB

Handwritten 3000.00

10071

50.00

W. J.

Bank Balance Office Income

Office Sube Postage

Stacy Printing Quora Travel No

| Account | Debit | Credit | Balance |
|----------------------------|---------|---------|---------|
| Bank Balance Office Income | 2312.80 | | 1169.00 |
| Jan Gray-Out of Pocket | 228.43 | | 1397.43 |
| Print-Runny-Typewriter | 84.38 | | 1313.05 |
| 90 Tribune | 31.80 | | 1281.25 |
| 4 Bell Telephone | 1023.80 | | 277.45 |
| and Expense | 23.50 | | 253.95 |
| 2k Stone Ofc Supplies | 19.06 | | 234.89 |
| Home Ofc Meelmer Flowers | 75.00 | | 159.89 |
| Shaw & Dale UCCA Show | 181.90 | | 2.99 |
| mi. Offices-Services | 3592.62 | | 3600.00 |
| est Federal | 1650.00 | | 1950.00 |
| and Train-Toronto Trip | 268.70 | | 1681.30 |
| and Train-Quebec | 118.00 | | 1563.30 |
| 6-out of pocket | 111.00 | | 1452.30 |
| NOV 8 1948 | | | 1452.30 |
| Bank Deposit | | 7000.00 | 8452.30 |
| | | | 1169.00 |

1949.11 13,989.58 452.60 50469 981.28 532.78 149.50 2171.97 980.82 1803.75 1169.00 403254 11,771

1942 August
 Bank Balance Office Comm - 1650.00
 Post adv Telephone - 452.00
 1949.11.13, 989.58 452.00 5064.69
 Office Comm Postage - 31.00
 Sundry - 1060
 2:17.97 920.27 1803.25 1169.00 2477 11.77
 281.28 558.76 1497.50

| 1 | First Federal | 1650.00 | | | |
|----|-------------------|---------|----------|---------|-----------------------------------|
| 3 | DHL Airways | 87.00 | | | |
| 3 | Clgo Tribune | 1060 | | | |
| 3 | El Bell Telephone | 578.45 | 578.45 | | |
| 3 | Union League Club | 9000 | | | |
| 3 | For Express | 1500 | | 1841.44 | |
| 3 | Bank Office | 4588.44 | 2746.80 | | 45400 |
| 3 | Bank Deposit | 300000 | | | 123.74 |
| 5 | And Traveler | 45600 | | | 80000 |
| 15 | 100 Out of Pocket | 192.74 | | | 1105.00 |
| 19 | And Traveler | 80000 | | | 57300 |
| 26 | And Traveler | 110300 | | | |
| 31 | And Traveler | 57300 | | | |
| 31 | Clgo Tribune | 1060 | | 1060 | |
| 31 | Clgo Tribune | 78000 | | 78000 | |
| 31 | Bank Office | 15755 | | 15755 | |
| 31 | Bank Office | 55351 | | 55351 | |
| 31 | United Expo | 19200 | | 19200 | |
| 31 | Bank Office | 46291 | | 46291 | |
| 31 | Bank Office | 750000 | | | |
| 31 | Bank Office | 5092514 | 364314 | 281.48 | 434494.876446 180575 435700 711.8 |
| 1 | Sept 1st | 1650.00 | | | |
| 1 | Sept 1st | 209.92 | | | |
| 1 | DHL Airways | 89.00 | | | |
| 1 | Bank Office | 546.00 | | | |
| 1 | Bank Office | 150000 | | | |
| 1 | El Bell | 3732.74 | | | |
| 1 | El Bell | 37794 | | | |
| 1 | El Bell | 81.00 | | | |
| 1 | Bank Office | 19000 | | | |
| 1 | Bank Office | 584219 | | | |
| 6 | Bank Office | 8780 | | | |
| 16 | 100 Out of Pocket | 101.47 | | | |
| 19 | Bank Office | 80000 | | | |
| 19 | And Traveler | 86772 | | | |
| | | 4741.15 | 19197.54 | 459.00 | 6417.06 |
| | | 1320.72 | 532.76 | 275.50 | 434494.876446 180575 435700 711.8 |
| | | 2460.96 | | | |
| | | 1281.33 | | | |
| | | 8120 | | | |
| | | 191.47 | | | |
| | | 867.72 | | | |

1942 AUG 13 1942

Received in
Cash

Bank Balance
Office Rent
Rent
Phone
Sept Exp
P/C
Office Rent
Postage
Daily Printing
Dues
Travel
Honor
Misc
Sub. & Car
Other

28 September

19 Aid - Cleveland
20 105 - out of pocket
20 Expense 9 day

20 Oral Officer
Rent Deposit

4741.45
2197.30
459.00
647.96
1280.00
538.76
275.50
4344.94
4443.69
1803.75
2064.92
8143.47
228.00

173.93
75.00
3309.05

4745.43
7500.00
718.79
2141.02
453.00
647.96
1280.00
712.69
475.50
4419.94
3545.74
1803.75
2064.92
8341.47
228.00

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Scottish Development Agency
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Stamford, Connecticut 06901

9007

October 1, 1983

Attn: Mr. David Christie

Agency Retainer - October 1-31, 1983

\$7,500.00

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Ch #1031
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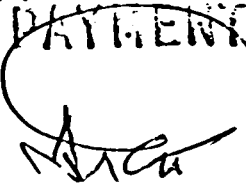
Mr. David Christie
 Executive Director
 Scottish Development Agency
 1 Land Mark Square
 Suite 810
 Stanford, CT 06901

8979

September 26, 1983

| | <u>NET</u> |
|---|-------------------|
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THE OIL & GAS JOURNAL

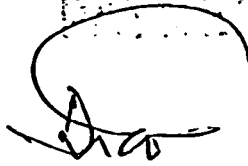
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Hotels managed by The Peninsula Group: In Hong Kong: The Peninsula, The Discovery Bay Hotel (1985) In Harbour City, Hong Kong: The Hongkong Hotel, The Marco Polo, The Prince Hotel (January 1984) In Singapore: The Marco Polo In The Philippines: The Manila Peninsula In Thailand: The Hongkong Peninsula In The People's Republic of China: The Jinguo Hotel, Beijing

HKII-05610

THE NORTH SEA MOVES INTO HOUSTON.

The Scottish Development Agency, offering opportunities for oil servicing in the North Sea, has opened a new office in Houston.

Ian Gordon, SDA Executive Director, can give you the facts on North Sea opportunities—at a time when opportunities seem hard to find.

Give Ian a call today.

And find out why so many American oil companies are tapping into the UK, European, and Middle East markets by locating in Scotland.

Call (713) 461-2289. Or write the Scottish Development Agency at 11211 Katy Freeway, Suite 130, Houston, Texas 77079.

**THE GREAT SCOTS.
PURVEYORS OF FINE
TECHNOLOGY
SINCE 1765.**

SCOTTISH DEVELOPMENT AGENCY 

HOMER & DURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Scottish Development Agency
9 West 57th Street
New York, New York 10019

0626

May 26, 198

Attn: Mr. David Christie

4085

Shipment of Advertising Activities Report

(8 Reports sent as per request of
A.N. MacDonald)

Color xeroxes of "Amazing Grace" and
"Oil and Gas" 4/c ad for inclusion
in report

\$43.30

Agency commission, 17.64

7.64

\$50.94

Messenger & local handling charges,
also overnight shipping from New York
to Glasgow

391.50

\$442.44

HOMER & DURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

8634

Scottish Development Agency
9 West 57th Street
New York, NY

May 31, 1983

Attn: David Christie

Tier II - Chicago

Crain Chicago Business

May 9, 1983

40" B/W

"...Schaumburg Ill...."

\$2,040.00

HOMER & DURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Scottish Development Agency
9 West 57th Street
New York, NY

5631

May 31, 1983

Attn: David Christie

Inc. Magazine

June 1983

Pg. 4/C BLD

"...two markets..."

NET

\$15,861.00

Area Development

May 1983

Pg. 4/C BLD

"...job turnover..."

2,885.75

Electronic News

May 16, 1983

42" 4/C

"...job turnover..."

3,008.83

Electronic Business

May 15, 1983

Pg. 4/C BLD

"...two markets..."

2,839.00

\$24,594.58

HOMER & DURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Scottish Development Agency
9 West 57th Street
New York, NY

8036

May 31, 1983

Attn: David Christie

Glenfiddich Games Program
May 1983
Pg. 4/C BLD
"... two markets..."

NET

\$4,039.20

DURHAM ADVERTISING, LTD
485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Scottish Development Agency
9 West 57th Street
New York, NY 10019

8645

Attn: David Christie

May 31, 1983

Tier II - Houston

The Oil & Gas Journal
May 23, 1983
1/2 Pg. B/W

Texas Business
June, 1983
1/2 Pg. B/W

NET

\$1,275.00

1,933.75

\$3,208.75

NET 10 DAYS

HOMER & DURHAM ADVERTISING, LTD.

85 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

~~\$652~~

Scottish Development Agency
9 West 57th Street
New York, NY 10019

June 1, 1983

Attn: Mr. David Christie

Agency Retainer - June 1-30, 1983

\$7,500.00

HOMER & DURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Scottish Development Agency
9 West 57th Street
New York, NY 10019

2580

June 15, 1983

Attn: David Christie

Medical Device & Diagnostic Industry
June, 1983
Pg. 4/C BLD
Two Markets

NET

\$2,269.50

Business Week (Indust'l)
June 6, 1983
Pg. 4/C BLD
Labor

19,882.35

\$22,151.85

HOMER DURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Scottish Development Agency
9 West 57th Street
New York, NY 10019

8685

June 15, 1983

Attn: David Christie

Tier II Chicago

NET

Crain Chicago Business
May 30, 1983
40" B/W

\$2,040.00

Crain Illinois Business
Summer, 83
Pg. B/W

2,890.17

\$4,930.17

HOMER & DURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Scottish Development Agency
9 West 57th Street
New York, NY 10019

8711

June 22, 1983

Attn: Mr. David Christie

4004

Production Costs: Dupe chrome of Computer
Chip, as per client
request.

1 dupe chrome

\$90.00

Agency commission, 17.65%

15.89

Sales tax, 8.25%

7.43

\$113.32

Local handling, and messenger charges

22.20

\$135.52

HOMER & DURHAM ADVERTISING, LTD

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Scottish Development Agency
9 West 57th Street
New York, NY 10019

8712

June 22, 198

3667

Production Costs: Trade Show support items
fish bowl

Silk screening for second fish bowl

Agency commission, 17.65

Sales tax, 8.25

\$100.00

17.65

8.25

\$125.90

TERMS: NET 10 DAYS

HOMER & DURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Scottish Development Agency
 9 West 57th Street
 New York, NY 10019

0713

June 22, 198

Attn: Mr. David Christie

4018

Production Costs: "Scotland, the U.K. moves to Schaumburg, Illinois." B/W second tier advertising Chicago awareness ad in 2 sizes for insertion in:

- Crains Chicago Business 5/9, 5/30, 6/13, 6/27, 9/12, 10/3
- Crains Illinois Business Summer/Fall

| | |
|---|--------------------------|
| Typecomposition | \$226.45 |
| Photostats | 4.50 |
| Materials for insertion, including prep work, prints, and veloxes for publication | 209.00 |
| Visual aids | <u>164.00</u> |
| | \$603.95 |
| Agency commission, 17.65% | 106.60 |
| Mechanical preparation | <u>475.00</u> |
| | \$1,185.55 |
| Sales tax, 8.25% | 89.01 |
| Local handling, express delivery and messenger charges | <u>154.85</u> |
| | <u><u>\$1,429.41</u></u> |

HOMER & DURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Scottish Development Agency
9 West 57th Street
New York, NY 10019

8714

June 22, 198

Attn: Mr. David Christie

4010

| | |
|---|-----------------|
| <u>Production Costs: Great Scots - Logo sheet</u> (Appears on one line as in advertising) | |
| Typecomposition | \$181.30 |
| Photostats | 36.50 |
| Engraving of art including 12 logo sheets | <u>282.00</u> |
| | \$499.80 |
| Agency commission, 17.65% | 88.21 |
| Mechanical preparation | <u>200.00</u> |
| | \$788.01 |
| Sales tax, 8.25% | 57.73 |
| Local handling, delivery & messenger chgs. | <u>121.00</u> |
| | <u>\$966.74</u> |

HOMER & DURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Scottish Development Agency
9 West 57th Street
New York, NY 10019

8715

June 22, 1983

Attn: Mr. David Christie

3693

Production Costs: "The North Sea moves into
Houston." B/W second tier
advertising Houston aware-
ness ads in 3 sizes for
insertion in:
• Texas Business, June '83
• Oil & Gas Journal, May '83
• Oil Daily, May 3, June 13

Typecomposition

\$398.45

Photostats

78.50

Materials for insertion including prep
work, prints and veloxes for publication

311.00

Visual aids

81.10

\$869.05

Agency commission, 17.65%

153.39

Mechanical preparation

650.00

\$1,672.44

Sales tax, 8.25%

125.32

Local handling, express delivery and
messenger charges

170.10

\$1,967.86

HOMER & DURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Scottish Development Agency
9 West 57th Street
New York, NY 10019

8730

June 30, 1983

Attn: David Christie

Tier II Chicago

NET

Crain's Chicago Business
June 13, 1983
40" B/W

\$2,040.00

HOMER & DURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Scottish Development Agency
9 West 57th Street
New York, NY 10019

8731

June 30, 1983

Attn: David Christie

Tier II Houston

The Oil Daily
May 3, 1983
3 col x 8 1/2 "

Oil & Gas Journal
June 13, 1983
1/2 Pg. B/W

NET

888.67

1,275.00

\$2,163.67

HOMER & DURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Scottish Development Agency
9 West 57th Street
New York, NY 10019

8732

June 30, 1983

Attn: David Christie

Forbes
July 4, 1983
Pg. 4/C BLD
Labor Ad

NET

\$24,173.57



Carl Byoir & Associates, Inc.

SCOTTISH DEVELOPMENT AGENCY
INVOICE SUMMARY

March 1983

| | <u>Public Relations Services</u> | <u>Out-of-Pocket Expenses</u> | <u>Total</u> |
|---|--------------------------------------|-----------------------------------|--------------------|
| Scottish Development Agency (181900) | \$ 640.00 | \$2,178.37 | \$ 2,818.37 ✓ |
| News Releases-Corporate (181901) | 240.00 | 35.86 | 275.86 ✓ |
| News Releases-Health Care (181902) | 485.00 | 43.10 | 528.10 ✓ |
| Media Contact-Corporate (181903) | 2,302.50 | 954.17 | 3,256.67 ✓ |
| Media Contact-Health Care (181904) | 742.50 | 204.97 | 947.47 ✓ |
| Special Media Projects-Corporate (181905) | 240.00 | 21.75 | 261.75 ✓ |
| Special Media Projects-Health Care (181920) | 1,870.00 | 87.47 | 1,957.47 ✓ |
| Activity Reports & Programs (181935) | 470.00 | 216.31 | 686.31 ✓ |
| Marketing Support-General (181940) | 732.50 | 226.14 | 958.64 ✓ |
| Marketing Support-Health Care (181950) | 570.00 | 143.84 | 713.84 ✓ |
| Public Relations Counsel (181960) | 700.00 | 73.55 | 773.55 ✓ |
| Subtotals | \$8,992.50 | \$4,185.53 | |
| Total | | | \$13,178.03 |
| Less Fee | | | - 6,000.00 |
| Amount Due | | | <u>\$ 7,178.03</u> |

5/27/83

Approved



Carl Byoir & Associates, Inc.

SCOTTISH DEVELOPMENT AGENCY
INVOICE SUMMARY

April 1983

| | <u>Public Relations Services</u> | <u>Out-of-Pocket Expenses</u> | <u>Total</u> |
|---|--------------------------------------|-----------------------------------|-------------------|
| Scottish Development Agency (181900) | | \$ 359.83 | \$ 359.83 ✓ |
| News Releases-Corporate (181901) | \$ 87.50 | 135.95 | 223.45 ✓ |
| News Releases-Health Care (181902) | 150.00 | 33.13 | 183.13 ✓ |
| Media Contact-Corporate (181903) | 3,467.50 | 458.09 | 3,925.59 ✓ |
| Media Contact-Health Care (181904) | 2,822.50 | 115.35 | 2,937.85 ✓ |
| Special Media Projects-Corporate (181905) | | 26.14 | 26.14 ✓ |
| Special Media Projects-Health Care (181920) | 337.50 | 210.44 | 547.94 ✓ |
| Activity Reports & Programs (181935) | 260.00 | 21.75 | 281.75 ✓ |
| Marketing Support-General (181940) | 880.00 | 99.70 | 979.70 ✓ |
| Marketing Support-Health Care (181950) | | 39.68 | 39.68 ✓ |
| Public Relations Counsel (181960) | <u>400.00</u> | <u>50.36</u> | <u>450.36</u> ✓ |
| Subtotals | \$8,405.00 | \$1,550.42 | |
| Total | | | \$9,955.42 |
| Less Fee | | | - <u>6,000.00</u> |
| Amount Due | | | <u>\$3,955.42</u> |

A. [Signature]
[Signature]
6/6



Carl Byoir & Associates, Inc.

BREAKDOWN OF
PUBLIC RELATIONS SERVICES (PERSONNEL)

April 1983

| | | |
|--|------------|----------|
| <u>News Releases (181901)</u> | | |
| Account Staff..... | 2 1/2hrs. | \$ 87.50 |
| <u>News Releases-Health Care (181902)</u> | | |
| Account Executive..... | 1hr. | |
| Account Staff..... | 2hrs. | 150.00 |
| <u>Media Contact (181903)</u> | | |
| Account Executive..... | 31 1/2hrs. | |
| Account Staff..... | 13 1/2hrs. | |
| Media Departments | | |
| Business Financial..... | 5hrs. | |
| Research..... | 1hr. | 3,467.50 |
| <u>Media Contact-Health Care (181904)</u> | | |
| Account Executive..... | 26 1/2hrs. | |
| Account Staff..... | 15 1/2hrs. | |
| Media Departments | | |
| Magazine..... | 2hrs. | 2,822.50 |
| <u>Special Media Projects-Health Care (181920)</u> | | |
| Account Executive..... | 2hrs. | |
| Account Staff..... | 4hrs. | |
| Regional Offices | | |
| Dallas..... | 1/2hr. | 337.50 |
| <u>Activity Reports & Programs (181935)</u> | | |
| Account Executive..... | 1/2hr. | |
| Account Staff..... | 4hrs. | 260.00 |
| <u>Marketing Support-General (181940)</u> | | |
| Account Executive..... | 11hrs. | 880.00 |
| <u>Public Relations Counsel (181960)</u> | | |
| Account Executive..... | 5hrs. | 400.00 |

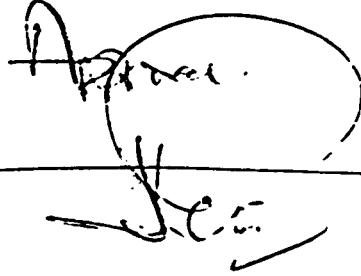


Carl Byoir & Associates, Inc.

SCOTTISH DEVELOPMENT AGENCY
INVOICE SUMMARY

May 1983

| | <u>Public Relations Services</u> | <u>Out-of-Pocket Expenses</u> | <u>Total</u> |
|---|--------------------------------------|-----------------------------------|-------------------|
| Scottish Development Agency (181900) | | \$ 415.66 | \$ 415.66 |
| News Releases-Corporate (181901) | \$1,050.00 | 39.61 | 1,089.61 |
| News Releases-Health Care (181902) | 920.00 | 72.62 | 992.62 |
| Media Contact-Corporate (181903) | 1,422.50 | 197.38 | 1,619.88 |
| Media Contact-Health Care (181904) | 855.00 | 203.93 | 1,058.93 |
| Special Media Projects-Corporate (181905) | | 6.41 | 6.41 |
| Special Media Projects-Health Care (181920) | | 41.98 | 41.98 |
| Activity Reports & Programs (181935) | 317.50 | 72.10 | 389.60 |
| Marketing Support-General (181940) | 1,885.00 | 62.03 | 1,947.03 |
| Marketing Support-Health Care (181950) | 290.00 | 58.74 | 348.74 |
| Public Relations Counsel (181960) | <u>2,080.00</u> | <u>4.50</u> | <u>2,084.50</u> |
| Subtotals | \$8,820.00 | \$1,174.96 | |
| Total | | | \$9,994.96 |
| Less Fee | | | <u>- 6,000.00</u> |
| Amount Due | | | <u>\$3,994.96</u> |

Approved

6/22



CARL BYOIR & ASSOCIATES, INC.
 380 Madison Avenue
 New York, New York 10017

SCOTTISH DEVELOPMENT AGENCY

TERMS: Net 20 days from invoice date.
 Late payments are subject to an interest charge not to exceed 1½% per month.

DATE: 7/01/83

*PLEASE REMIT TO: P.O. BOX 93898 CHICAGO, IL 60673

INVOICE NO. 109744

| Description | Amount | Total |
|---|--------|----------|
| ADVANCE BILLING TO BE AMORTIZED BY TIME CHARGES OF STAFF MEMBERS | | |
| BILLING PERIOD JULY 1983 | | |
| INVOICE TOTAL | | 6,000.00 |
| <i>Handwritten: 1080</i> | | |
| <i>Handwritten: Approval</i> | | |
| <i>Handwritten: TOTAL</i> | | 9,994.96 |
| <i>Handwritten: 6/22</i> | | |

Accounting Department consider this account as different from other bills. We are not suppliers, but are acting as your agents. Bills generally cover invoices on which we are firm on which we are firmly committed and must make prompt or immediate payment. Therefore, we would appreciate your approving this account for immediate payment.

ORIGINAL INVOICE



CARL BYOIR & ASSOCIATES, INC.
 380 Madison Avenue
 New York, New York 10017

SCOTTISH DEVELOPMENT AGENCY

TERMS: Net 20 days from invoice date.
 Late payments are subject to an interest
 charge not to exceed 1½% per month.

DATE: 9/01/83.

INVOICE NO. 110754

****PLEASE REMIT TO: P.O. BOX 93898 CHICAGO, IL 60673

| Description | Amount | Total |
|---|--------|----------|
| ADVANCE BILLING TO BE AMORTIZED BY TIME CHARGES OF STAFF MEMBERS | | |
| BILLING PERIOD SEPTEMBER 1983 | | |
| INVOICE TOTAL | | 6,000.00 |

PAID
 SEP 8 1983
Ch # 2195
PAID

*We respectfully ask that your Accounting Department consider this account as different from other bills. We are not suppliers, but are acting as your agents. Bills generally cover invoices on which we already have made payment, or sums on which we are firmly committed and must make prompt or immediate payment. Therefore, we would appreciate your approving this account for immediate payment.



Carl Byoir & Associates, Inc.

SCOTTISH DEVELOPMENT AGENCY
INVOICE SUMMARY

June 1983

| | <u>Public Relations Services</u> | <u>Out-of-Pocket Expenses</u> | <u>Total</u> |
|---|--------------------------------------|-----------------------------------|--------------------|
| Scottish Development Agency (181900) | \$ 60.00 | \$ 377.38 | \$ 437.38 |
| News Releases-Corporate (181901) | 257.50 | 4.44 | 261.94 |
| News Releases-Health Care (181902) | 957.50 | 109.06 | 1,066.56 |
| Media Contact-Corporate (181903) | 2,392.50 | 548.05 | 2,940.55 |
| Media Contact-Health Care (181904) | 1,860.00 | 242.45 | 2,102.45 |
| Special Media Projects-Corporate (181905) | | 10.45 | 10.45 |
| Special Media Projects-Health Care (181920) | | 9.71 | 9.71 |
| Activity Reports & Programs (181935) | 475.00 | 124.60 | 599.60 |
| Marketing Support-General (181940) | 1,370.00 | 18.77 | 1,388.77 |
| Marketing Support-Health Care (181950) | 735.00 | 21.17 | 756.17 |
| Public Relations Counsel (181960) | 400.00 | 890.21 | 1,290.21 |
| Subtotals | \$8,507.50 | \$2,356.29 | \$10,863.79 |
| Less Fee | | | - 6,000.00 |
| Amount Due | | | <u>\$ 4,863.79</u> |

Approved.
[Signature]
8/31

PAID
SEP 8 1983
ch # 2195



Carl Byoir & Associates, Inc.

BREAKDOWN OF
PUBLIC RELATIONS SERVICES (PERSONNEL)

June 1983

| | | |
|---|----------|------------|
| <u>Scottish Development Agency (181900)</u> | | |
| Account Supervisor..... | ½ hr. | \$ 60.00 |
| <u>News Releases-Corporate (181901)</u> | | |
| Account Executive..... | 1 hr. | |
| Account Staff..... | ½ hr. | |
| Media Departments | | |
| General News..... | 2 hrs. | \$ 257.50 |
| <u>News Releases-Health Care (181902)</u> | | |
| Account Executive..... | 3 hrs. | |
| Account Staff..... | 20½ hrs. | \$ 957.50 |
| <u>Media Contact-Corporate (181903)</u> | | |
| Account Executive..... | 8½ hrs. | |
| Account Staff..... | 26½ hrs. | |
| Media Departments | | |
| Business/Financial News..... | 7 hrs. | |
| Research..... | 3 hrs. | \$2,392.50 |
| <u>Media Contact-Health Care (181904)</u> | | |
| Account Executive..... | 8½ hrs. | |
| Account Staff..... | 20 hrs. | |
| Media Departments | | |
| Magazine..... | 3 hrs. | \$1,860.00 |
| <u>Activity Reports & Programs (181935)</u> | | |
| Account Executive..... | 2 hrs. | |
| Account Staff..... | 9 hrs. | \$ 475.00 |
| <u>Marketing Support-General (181940)</u> | | |
| Account Executive | 11½ hrs. | |
| Media Departments | | |
| Research | 6 hrs. | \$1,370.00 |
| <u>Marketing Support-Health Care (181950)</u> | | |
| Account Executive | 7 hrs. | |
| Account Staff | 5 hrs. | \$ 735.00 |
| <u>Public Relations Counsel (181960)</u> | | |
| Account Executive | 5 hrs. | \$ 400.00 |



CARL BYOIR & ASSOCIATES, INC.
 380 Madison Avenue
 New York, New York 10017

TERMS: Net 20 days from invoice date.
 Late payments are subject to an interest
 charge not to exceed 1½% per month.

81904 SCOTTISH DEVELOPMENT AGENCY
 MEDIA CONTACT-HEALTH CARE

DATE: 6/30/83

INVOICE NO. 109957

***PLEASE REMIT TO: P.O. BOX 93898 CHICAGO, IL. 60673

| Description | Amount | Total |
|------------------------------|--------|----------|
| PUBLIC RELATIONS SERVICES | | 1,860.00 |
| TELEPHONE/TELECOPIER | | |
| New York Telephone | 41.69 | |
| RCA Global Communications | 9.71 | 51.40 |
| POSTAGE/SHIPPING | | |
| Emery Air Freight | 53.10 | |
| Emery Air Freight | 33.00 | 86.10 |
| STATIONERY/PRINTING | | |
| Production Services-New York | 88.70 | 88.70 |
| PHOTOGRAPHY SERVICES | | |
| Photo Services | 9.75 | 9.75 |
| MESSENGER | | |
| Production Services-New York | 6.50 | 6.50 |
| INVOICE TOTAL | | 2,102.45 |

*We respectfully ask that your Accounting Department consider this account as different from other bills. We are not suppliers, but are acting as your agents. Bills generally cover invoices on which we already have made payment, or sums on which we are firmly committed and must make prompt or immediate payment. Therefore, we would appreciate your approving this account for immediate payment.

ORIGINAL INVOICE



CARL BYOIR & ASSOCIATES, INC.
380 Madison Avenue
New York, New York 10017

61900 SCOTTISH DEVELOPMENT AGENCY

TERMS: Net 20 days from invoice date.
Late payments are subject to an interest charge not to exceed 1½% per month.

***PLEASE REMIT TO: P.O. BOX 93898 CHICAGO, IL 60673

DATE: 6/30/83

INVOICE NO. 109953

| Description | Amount | Total |
|------------------------------|---------------|-----------|
| PUBLIC RELATIONS SERVICES | | 60.00 |
| TELEPHONE/TELECOPIER | | |
| NEW YORK TELEPHONE | 39.36 | |
| RCA GLOBAL COMMUNICATIONS | 9.71 | 49.07 |
| POSTAGE/SHIPPING | | |
| FEDERAL EXPRESS CORP | 2.75 | |
| PRODUCTION SERVICES-NEW YORK | 75.98 | 78.73 |
| STATIONERY/PRINTING | | |
| PRODUCTION SERVICES-NEW YORK | 44.85 | |
| PRODUCTION SERVICES-NEW YORK | 25.73 | |
| IN HOUSE -- W/P | 44.00 | 114.58 |
| OUTSIDE SERVICES | | |
| FOOTE CONE & BELDING | 135.00 | 135.00 |
| | SUB-TOTAL | 437.38 |
| | LESS FEE | 6,000.00- |
| | INVOICE TOTAL | 5,562.62- |

*We respectfully ask that your Accounting Department consider this account as different from other bills. We are not suppliers, but are acting as your agents. Bills generally cover invoices on which we already have made payment, or sums on which we are firmly committed and must make prompt or immediate payment. Therefore, we would appreciate your approving this account for immediate payment.

ORIGINAL INVOICE



CARL BYOIR & ASSOCIATES, INC.
 380 Madison Avenue
 New York, New York 10017

TERMS: Net 20 days from invoice date.
 Late payments are subject to an interest charge not to exceed 1½% per month.

1901 SCOTTISH DEVELOPMENT AGENCY
 NEWS RELEASES

**PLEASE REMIT TO: P.O. BOX 93898 CHICAGO, IL 60673

DATE: 6/30/83

INVOICE NO. 109954

| Description | Amount | Total |
|---|--------|--------|
| PUBLIC RELATIONS SERVICES | | 257.50 |
| TELEPHONE/TELECOPIER NEW YORK TELEPHONE | 3.39 | 3.39 |
| STATIONERY/PRINTING PRODUCTION SERVICES-NEW YORK | 1.05 | 1.05 |
| INVOICE TOTAL | | 261.94 |

*We respectfully ask that your Accounting Department consider this account as different from other bills. We are not suppliers, but are acting as your agents. Bills generally cover invoices on which we already have made payment, or sums on which we are firmly committed and must make prompt or immediate payment. Therefore, we would appreciate your approving this account for immediate payment.

ORIGINAL INVOICE



CARL BYOIR & ASSOCIATES, INC.
 380 Madison Avenue
 New York, New York 10017

TERMS: Net 20 days from invoice date.
 Late payments are subject to an interest charge not to exceed 1 1/2% per month.

1902 SCOTTISH DEVELOPMENT AGENCY
 NEWS RELEASES-HEALTH CARE

**PLEASE REMIT TO: P.O. BOX 93898 CHICAGO, IL 60673

DATE: 6/30/83

INVOICE NO. 109955

| Description | Amount | Total |
|---|-------------------------|----------|
| PUBLIC RELATIONS SERVICES | . | 957.50 |
| TELEPHONE/TELECOPIER RCA GLOBAL COMMUNICATIONS | 8.26 | 8.26 |
| STATIONERY/PRINTING PRODUCTION SERVICES-NEW YORK PRODUCTION SERVICES-NEW YORK IN HOUSE - W/P | 13.50 71.30 16.00 | 100.80 |
| INVOICE TOTAL | | 1,066.56 |

*We respectfully ask that your Accounting Department consider this account as different from other bills. We are not suppliers, but are acting as your agents. Bills generally cover invoices on which we already have made payment, or sums on which we are firmly committed and must make prompt or immediate payment. Therefore, we would appreciate your approving this account for immediate payment.

ORIGINAL INVOICE



CARL BYOIR & ASSOCIATES, INC.
 380 Madison Avenue
 New York, New York 10017

TERMS: Net 20 days from invoice date.
 Late payments are subject to an interest charge not to exceed 1½% per month.

935 SCOTTISH DEVELOPMENT AGENCY
 ACTIVITY REPORTS & PROGRAMS

*PLEASE REMIT TO: P.O. BOX 93898 CHICAGO, IL 60673

DATE: 6/30/63

INVOICE NO. 109961

| Description | Amount | Total |
|---|------------------------|---------------|
| PUBLIC RELATIONS SERVICES | | 475.00 |
| TELEPHONE/TELECOPIER NEW YORK TELEPHONE | 1.00 | 1.00 |
| PAGE/SHIPPING EMERY AIR FREIGHT | 39.00 | 39.00 |
| REPRODUCTION/PRINTING PRODUCTION SERVICES-NEW YORK PRODUCTION SERVICES-NEW YORK PRODUCTION SERVICES-NEW YORK | 54.75 1.35 20.00 | 76.10 |
| SENGER PRODUCTION SERVICES-NEW YORK | 8.50 | 8.50 |
| INVOICE TOTAL | | 599.60 |

We respectfully ask that your Accounting Department consider this account as different from other bills. We are not suppliers, but are acting as your agents. Bills generally cover invoices on which we already have made payment, or sums on which we are firmly committed and must make prompt or immediate payment. Therefore, we would appreciate your approving this account for immediate payment.



CARL BYOIR & ASSOCIATES, INC.
 380 Madison Avenue
 New York, New York 10017

81940 SCOTTISH DEVELOPMENT AGENCY
 MARKETING SUPPORT-GENERAL

TERMS: Net 20 days from invoice date.
 Late payments are subject to an interest
 charge not to exceed 1½% per month.

***PLEASE REMIT TO: P.O. BOX 93898 CHICAGO, IL 60673

DATE: 6/30/83

INVOICE NO. 109962

| Description | Amount | Total |
|---|--------------|----------|
| PUBLIC RELATIONS SERVICES | | 1,370.00 |
| ELEPHONE/TELECOPIER NEW YORK TELEPHONE | 8.87 | 8.87 |
| STATIONERY/PRINTING HOUSTON OFFICE PRODUCTION SERVICES-NEW YORK | 6.30 3.60 | 9.90 |
| INVOICE TOTAL | | 1,388.77 |

*We respectfully ask that your Accounting Department consider this account as different from other bills. We are not suppliers, but are acting as your agents. Bills generally cover invoices on which we already have made payment, or sums on which we are firmly committed and must make prompt or immediate payment. Therefore, we would appreciate your approving this account for immediate payment.

ORIGINAL INVOICE



CARL BYOIR & ASSOCIATES, INC.
 380 Madison Avenue
 New York, New York 10017

TERMS: Net 20 days from invoice date.
 Late payments are subject to an interest
 charge not to exceed 1 1/2% per month.

181950 SCOTTISH DEVELOPMENT AGENCY
 MARKETING SUPPORT-HEALTH CARE

***PLEASE REMIT TO: P.O. BOX 93898 CHICAGO, IL 60673

DATE: 6/30/83

INVOICE NO. 109963

| Description | Amount | Total |
|---|--------|--------|
| PUBLIC RELATIONS SERVICES | | 735.00 |
| TELEPHONE/TELECOPIER NEW YORK TELEPHONE | 20.12 | 20.12 |
| STATIONERY/PRINTING PRODUCTION SERVICES-NEW YORK | 1.05 | 1.05 |
| INVOICE TOTAL | | 756.17 |

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ORIGINAL INVOICE



CARL BYOIR & ASSOCIATES, INC.
 380 Madison Avenue
 New York, New York 10017

81960 SCOTTISH DEVELOPMENT AGENCY
 PR COUNSEL

TERMS: Net 20 days from invoice date.
 Late payments are subject to an interest
 charge not to exceed 1 1/2% per month.

***PLEASE REMIT TO: P.O. BOX 93898 CHICAGO, IL 60673

DATE: 6/30/83

INVOICE NO. 109964

| Description | Amount | Total |
|---------------------------|--------|----------|
| PUBLIC RELATIONS SERVICES | | 400.00 |
| TELEPHONE/TELECOPIER | | |
| NEW YORK TELEPHONE | 15.27 | |
| RCA GLOBAL COMMUNICATIONS | 2.90 | 18.17 |
| STAGE/SHIPPING | | |
| EMERY AIR FREIGHT | 26.00 | |
| EMERY AIR FREIGHT | 55.00 | 81.00 |
| TRAVEL/BUSINESS MEETINGS | | |
| CARYN M. FURST | 364.04 | |
| SEA GATE TRAVEL AGENCY | 427.00 | 791.04 |
| INVOICE TOTAL | | 1,290.21 |

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Carl Byoir & Associates, Inc.

SCOTTISH DEVELOPMENT AGENCY
INVOICE SUMMARY

July 1983

| | <u>Public Relations Services</u> | <u>Out-of-Pocket Expenses</u> | <u>Total</u> |
|---|--------------------------------------|-----------------------------------|--------------------|
| Scottish Development Agency (181900) | \$ 470.00 | \$ 435.56 | \$ 905.56 |
| News Releases-Corporate (181901) | 267.50 | -0- | 267.50 |
| News Releases-Health Care (181902) | 585.00 | 324.15 | 909.15 |
| Media Contact-Corporate (181903) | 1,757.50 | 699.51 | 2,457.01 |
| Media Contact-Health Care (181904) | 2,585.00 | 174.36 | 2,759.36 |
| Special Media Projects-Health Care (181920) | 450.00 | 1.64 | 451.64 |
| Activity Reports & Programs (181935) | 420.00 | 37.00 | 457.00 |
| Marketing Support-General (181940) | 3,025.00 | 118.37 | 3,143.37 |
| Marketing Support-Health Care (181950) | <u>317.50</u> | <u>1.65</u> | <u>319.15</u> |
| Subtotals | \$9,877.50 | \$1,792.24 | \$11,669.74 |
| Less Fee | | | <u>- 6,000.00</u> |
| Amount Due | | | <u>\$ 5,669.74</u> |

Adm.
Soz

8/29.

PAID
SEP 8 1983
CH # 2195



Carl Byoir & Associates, Inc.

BREAKDOWN OF
PUBLIC RELATIONS SERVICES (PERSONNEL)

July 1983

| | |
|--|------------|
| <u>Scottish Development Agency (181900)</u> | \$ 470.00 |
| Account Executive ... 5 hrs. | |
| Photo Services 1 hr. | |
| <u>News Releases-Corporate (181901)</u> | \$ 267.50 |
| Account Staff..... 6 hrs. | |
| <u>News Releases-Health Care (181902)</u> | \$ 585.00 |
| Account Staff..... 13 hrs. | |
| <u>Media Contact-Corporate (181903)</u> | \$1,757.50 |
| Account Executive.... 2 hrs. | |
| Account Staff..... 17½ hrs. | |
| Financial Services... 5 hrs. | |
| Research..... 1½ hrs. | |
| <u>Media Contact-Health Care (181904)</u> | \$2,585.00 |
| Account Executive.... 7 hrs. | |
| Account Staff..... 19 hrs. | |
| General News..... 13 hrs. | |
| <u>Special Media Projects-Health Care (181920)</u> | \$ 450.00 |
| Account Staff..... 10 hrs. | |
| <u>Activity Reports & Programs (181935)</u> | \$ 420.00 |
| Account Executive.... 3 hrs. | |
| Account Staff..... 4 hrs. | |
| <u>Marketing Support-General (181940)</u> | \$3,025.00 |
| Account Executive... 18 hrs. | |
| Speakers Bureau..... 28½ hrs. | |
| <u>Marketing Support-Health Care (181950)</u> | \$ 317.50 |
| Account Executive... 2 hrs. | |
| Account Staff..... 3½ hrs. | |



CARL BYOIR & ASSOCIATES, INC.
 380 Madison Avenue
 New York, New York 10017

TERMS: Net 20 days from invoice date.
 Late payments are subject to an interest charge not to exceed 1½% per month.

81900 SCOTTISH DEVELOPMENT AGENCY

***PLEASE REMIT TO: P.O.BOX 93898 CHICAGO, IL 60673

DATE: 7/31/83
 INVOICE NO. 110483

| Description | Amount | Total |
|---|-------------------------|----------------------------------|
| PUBLIC RELATIONS SERVICES | | 470.00 |
| TELEPHONE/TELECOPIER NEW YORK TELEPHONE | 11.34 | 11.34 |
| POSTAGE/SHIPPING EMERY AIR FREIGHT PRODUCTION SERVICES-NEW YORK | 39.10 184.92 | 224.02 |
| STATIONERY/PRINTING PRODUCTION SERVICES-NEW YORK PRODUCTION SERVICES-NEW YORK IN HOUSE - W/P | 76.70 56.50 55.00 | 188.20 |
| PHOTOGRAPHY SERVICES PHOTO SERVICES | 12.00 | 12.00 |
| SUB-TOTAL LESS FEE INVOICE TOTAL | | 905.56 6,000.00- 5,094.44- |

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CARL BYOIR & ASSOCIATES, INC.
 380 Madison Avenue
 New York, New York 10017

1902 SCOTTISH DEVELOPMENT AGENCY
 NEWS RELEASES-HEALTH CARE

TERMS: Net 20 days from invoice date.
 Late payments are subject to an interest charge not to exceed 1½% per month.

**PLEASE REMIT TO: P.O. BOX 93898 CHICAGO, IL 60673

DATE: 7/31/83

INVOICE NO. 110485

| Description | Amount | Total |
|--|--------|---------------|
| PUBLIC RELATIONS SERVICES | | 585.00 |
| TELEPHONE/TELECOPIER PRODUCTION SERVICES-NEW YORK | 7.00 | 7.00 |
| STATIONERY/PRINTING PRODUCTION SERVICES-NEW YORK | 170.75 | |
| PRODUCTION SERVICES-NEW YORK | 9.90 | 180.65 |
| MESSAGE PRODUCTION SERVICES-NEW YORK | 136.50 | 136.50 |
| INVOICE TOTAL | | 909.15 |

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CARL BYOIR & ASSOCIATES, INC.
380 Madison Avenue
New York, New York 10017

1903 SCOTTISH DEVELOPMENT AGENCY
MEDIA CONTACT

TERMS: Net 20 days from invoice date.
Late payments are subject to an interest
charge not to exceed 1 1/2% per month.

**PLEASE REMIT TO: P.O. BOX 93898 CHICAGO, IL 60673

DATE: 7/31/83.

INVOICE NO. 110486

| Description | Amount | Total |
|---|----------------------------------|-----------------|
| PUBLIC RELATIONS SERVICES | | 1,757.50 |
| TELEPHONE/TELECOPIER NEW YORK TELEPHONE | 80.17 | 80.17 |
| STATIONERY/PRINTING PRODUCTION SERVICES-NEW YORK IN HOUSE - W/P | 80.70 55.00 | 135.70 |
| TRAVEL/BUSINESS MEETINGS CARYN M. FURST CARYN M. FURST J. LEONARD MATT AGNES NG | 73.44 34.50 18.55 27.30 | 153.79 |
| SCRIPTIONS/CLIPPINGS LUCE PRESS CLIPPINGS | 145.73 | 145.73 |
| PHOTOGRAPHY SERVICES PHOTO SERVICES | 32.15 | 32.15 |
| SENGER SUPREME MOTOR MESS. SVC., INC PRODUCTION SERVICES-NEW YORK PRODUCTION SERVICES-NEW YORK | 10.50 39.50 36.75 | 86.75 |
| A BANK RESEARCH/RETRIE RESEARCH | 65.22 | 65.22 |
| INVOICE TOTAL | | 2,457.01 |

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ORIGINAL INVOICE



CARL BYOIR & ASSOCIATES, INC.
 380 Madison Avenue
 New York, New York 10017

TERMS: Net 20 days from invoice date.
 Late payments are subject to an interest
 charge not to exceed 1½% per month.

181904 SCOTTISH DEVELOPMENT AGENCY
 MEDIA CONTACT-HEALTH CARE

DATE: 7/31/83

INVOICE NO. 110487

***PLEASE REMIT TO: P.O. BOX 93898 CHICAGO, IL. 60673

| Description | Amount | Total |
|---|--------|----------|
| PUBLIC RELATIONS SERVICES | . | 2,585.00 |
| TELEPHONE/TELECOPIER New York Telephone | 13.36 | 13.36 |
| POSTAGE/SHIPPING Production Services-New York | 20.10 | 20.10 |
| STATIONERY/PRINTING Production Services-New York | 112.60 | 112.60 |
| PHOTOGRAPHY SERVICES Photo Services | 25.30 | 25.30 |
| MESSENGER Production Services-New York | 3.00 | 3.00 |
| INVOICE TOTAL | | 2,759.36 |

*We respectfully ask that your Accounting Department consider this account as different from other bills. We are not suppliers, but are acting as your agents. Bills generally cover invoices on which we already have made payment, or sums on which we are firmly committed and must make prompt or immediate payment. Therefore, we would appreciate your approving this account for immediate payment.



CARL BYOIR & ASSOCIATES, INC.
 380 Madison Avenue
 New York, New York 10017

1920 SCOTTISH DEVELOPMENT AGENCY
 SPECIAL MEDIA PROJECTS-HEALTH CARE

TERMS: Net 20 days from invoice date.
 Late payments are subject to an interest charge not to exceed 1½% per month.

**PLEASE REMIT TO: P.O.BOX 93898 CHICAGO, IL 60673

DATE: 7/31/83

INVOICE NO. 110489

| Description | Amount | Total |
|--|--------|--------|
| PUBLIC RELATIONS SERVICES | | 450.00 |
| TELEPHONE/TELECOPIER NEW YORK TELEPHONE | 1.64 | 1.64 |
| INVOICE TOTAL | | 451.64 |

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CARL BYOIR & ASSOCIATES, INC.
 380 Madison Avenue
 New York, New York 10017

181935 SCOTTISH DEVELOPMENT AGENCY
 ACTIVITY REPORTS & PROGRAMS

TERMS: Net 20 days from invoice date.
 Late payments are subject to an interest
 charge not to exceed 1½% per month.

***PLEASE REMIT TO: P.O. BOX 93898 CHICAGO, IL 60673

DATE: 7/31/83

INVOICE NO. 110490

| Description | Amount | Total |
|------------------------------|--------|--------|
| PUBLIC RELATIONS SERVICES | | 420.00 |
| STATIONERY/PRINTING | | |
| PRODUCTION SERVICES-NEW YORK | 28.75 | |
| PRODUCTION SERVICES-NEW YORK | 8.25 | 37.00 |
| INVOICE TOTAL | | 457.00 |

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1940 SCOTTISH DEVELOPMENT AGENCY
 MARKETING SUPPORT-GENERAL

TERMS: Net 20 days from invoice date.
 Late payments are subject to an interest charge not to exceed 1½% per month.

**PLEASE REMIT TO: P.O.BOX 93898 CHICAGO, IL 60673

DATE: 7/31/83

INVOICE NO. 110491

| Description | Amount | Total |
|------------------------------|--------|-----------------|
| PUBLIC RELATIONS SERVICES | | 3,025.00 |
| TELEPHONE/TELECOPIER | | |
| NEW YORK TELEPHONE | 8.45 | |
| SOUTHWESTERN BELL | 7.72 | 16.17 |
| STAGE/SHIPPING | | |
| EMERY AIR FREIGHT | 28.50 | 28.50 |
| STATIONERY/PRINTING | | |
| HOUSTON OFFICE | 1.35 | |
| PRODUCTION SERVICES-NEW YORK | 13.35 | |
| IN HOUSE - W/P | 50.00 | 64.70 |
| PASSENGER | | |
| PRODUCTION SERVICES-NEW YORK | 9.00 | 9.00 |
| INVOICE TOTAL | | 3,143.37 |

We respectfully ask that your Accounting Department consider this account as different from other bills. We are not suppliers, but are acting as your agents. Bills generally cover invoices on which we already have made payment, or sums on which we are firmly committed and must make prompt or immediate payment. Therefore, we would appreciate your approving this account for immediate payment.

81950 SCOTTISH DEVELOPMENT AGENCY
 MARKETING SUPPORT-HEALTH CARE

TERMS: Net 20 days from invoice date.
 Late payments are subject to an interest
 charge not to exceed 1 1/2% per month.

***PLEASE REMIT TO: P.O. BOX 93898 CHICAGO, IL 60673

DATE: 7/31/83

INVOICE NO. 110492

| Description | Amount | Total |
|---|--------|--------|
| PUBLIC RELATIONS SERVICES | | 317.50 |
| STATIONERY/PRINTING PRODUCTION SERVICES-NEW YORK | 1.65 | 1.65 |
| INVOICE TOTAL | | 319.15 |

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Carl Byoir & Associates, Inc.

SCOTTISH DEVELOPMENT AGENCY
INVOICE SUMMARY

August 1983

| | <u>Public Relations Services</u> | <u>Out-of-Pocket Expenses</u> | <u>Total</u> |
|---|--------------------------------------|-----------------------------------|--------------------|
| 181900 Scottish Development Agency | -0- | \$ 224.94 | \$ 224.94 |
| 181901 News Releases-Corporate | \$1,175.00 | 65.61 | 1,240.61 |
| 181902 News Releases-Health Care | -0- | 55.95 | 55.95 |
| 181903 Media Contact-Corporate | 1,592.50 | 2,977.95 | 4,570.45 |
| 181904 Media Contact-Health Care | 1,027.50 | 261.79 | 1,289.29 |
| 181920 Special Media Projects-Health Care | 2,797.50 | 276.62 | 3,074.12 |
| 181935 Activity Reports & Programs | 200.00 | 126.89 | 326.89 |
| 181940 Marketing Support-General | 2,625.00 | 202.22 | 2,827.22 |
| 181950 Marketing Support-Health Care | 180.00 | -0- | 180.00 |
| 181960 PR Counsel | 400.00 | -0- | 400.00 |
| Subtotal | \$9,997.50 | \$4,191.97 | \$14,189.47 |
| Less Fee | | | <u>- 6,000.00</u> |
| Amount Due | | | <u>\$ 8,189.47</u> |

PAID
 8-1-83
 Ch # 2233

Approved

9/26



Carl Byoir & Associates, Inc.

BREAKDOWN OF
PUBLIC RELATIONS SERVICES (PERSONNEL)

August 1983

| | | |
|--|----------|------------|
| <u>News Releases-Corporate (181901)</u> | | |
| Account Staff | 18 hrs. | |
| Business/Financial Dept. | 4 hrs. | |
| Houston Office | 4½ hrs. | |
| Chicago Office | ½ hr. | \$1,175.00 |
| <u>Media Contact-Corporate (181903)</u> | | |
| Account Executive | 9 hrs. | |
| Account Staff | 16 hrs. | |
| Business/Financial | 3 hrs. | |
| General News Dept. | 3 hrs. | |
| Chicago Office | 1½ hrs. | \$1,592.50 |
| <u>Media Contact-Health Care (181904)</u> | | |
| Account Executive | 3 hrs. | |
| Account Staff | 16½ hrs. | \$1,027.50 |
| <u>Special Media Projects-Health Care (181920)</u> | | |
| Account Executive | 6 hrs. | |
| Account Staff | 39½ hrs. | |
| Business/Financial Dept. | 11 hrs. | \$2,797.50 |
| <u>Activity Reports & Programs (181935)</u> | | |
| Account Executive | 2 hrs. | |
| Account Staff | 1 hr. | \$ 200.00 |
| <u>Marketing Support-General (181940)</u> | | |
| Account Executive | 3 hrs. | |
| Account Staff | 22½ hrs. | |
| Speakers Bureau | 17½ hrs. | |
| General News Dept. | 4 hrs. | |
| Information Center | 2 hrs. | \$2,625.00 |
| <u>Marketing Support-Health Care (181950)</u> | | |
| Account Staff | 4 hrs. | \$ 180.00 |
| <u>PR Counsel (181960)</u> | | |
| Account Executive | 5 hrs. | \$ 400.00 |



CARL BYOIR & ASSOCIATES, INC.
 380 Madison Avenue
 New York, New York 10017

81901 SCOTTISH DEVELOPMENT AGENCY
 NEWS RELEASES

TERMS: Net 20 days from invoice date.
 Late payments are subject to an interest
 charge not to exceed 1½% per month.

***PLEASE REMIT TO: P.O. BOX 93896 CHICAGO, IL 60673

DATE: 8/31/83

INVOICE NO. 110980

| Description | Amount | Total |
|------------------------------|--------|----------|
| PUBLIC RELATIONS SERVICES | | 1,175.00 |
| TELEPHONE/TELECOPIER | | |
| RCA GLOBAL COMMUNICATIONS | 14.26 | |
| PRODUCTION SERVICES-NEW YORK | 20.00 | 34.26 |
| STATIONERY/PRINTING | | |
| PRODUCTION SERVICES-NEW YORK | 31.35 | 31.35 |
| INVOICE TOTAL | | 1,240.61 |

We respectfully ask that your Accounting Department consider this account as different from other bills. We are not suppliers, but are acting as your agents. Bills generally cover invoices on which we already have made payment, or sums on which we are firmly committed and must make prompt or immediate payment. Therefore, we would appreciate your approving this account for immediate payment.

ORIGINAL INVOICE



CARL BYOIR & ASSOCIATES, INC.
380 Madison Avenue
New York, New York 10017

1903 SCOTTISH DEVELOPMENT AGENCY
MEDIA CONTACT

TERMS: Net 20 days from invoice date.
Late payments are subject to an interest
charge not to exceed 1%% per month.

**PLEASE REMIT TO: P.O. BOX 93898 CHICAGO, IL 60673

DATE: 8/31/83

INVOICE NO. 11U982

| Description | Amount | Total |
|--|----------|----------|
| PUBLIC RELATIONS SERVICES | | 1,592.50 |
| SUBSIDIARIES/AFFILIATES/CONSULTANTS BY MEDIA INC. | 1,800.00 | 1,800.00 |
| TELEPHONE/TELECOPIER | | |
| NEW YORK TELEPHONE | 87.04 | |
| PR NEWS WIRE | 490.00 | |
| RCA GLOBAL COMMUNICATIONS | 25.07 | |
| RCA GLOBAL COMMUNICATIONS | 3.90 | |
| | | 606.01 |
| STAGE/SHIPPING | | |
| EMERY AIR FREIGHT | 39.00 | |
| EMERY AIR FREIGHT | 129.00 | |
| | | 163.00 |
| STATIONERY/PRINTING | | |
| PRODUCTION SERVICES-NEW YORK | 25.20 | |
| | | 25.20 |
| TRAVEL/BUSINESS MEETINGS | | |
| THOMAS M. LITTLE | 83.80 | |
| | | 83.80 |
| DESCRIPTIONS/CLIPPINGS | | |
| LUCE PRESS CLIPPINGS | 207.36 | |
| | | 207.36 |
| PHOTOGRAPHY SERVICES | | |
| PHOTO SERVICES | 4.60 | |
| | | 4.60 |

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CARL BYOIR & ASSOCIATES, INC.
 380 Madison Avenue
 New York, New York 10017

TERMS: Net 20 days from invoice date.
 Late payments are subject to an interest
 charge not to exceed 1½% per month.

81903 SCOTTISH DEVELOPMENT AGENCY
 MEDIA CONTACT

***PLEASE REMIT TO: P.O. BOX. 93898 CHICAGO, IL 60673

DATE: 8/31/83

INVOICE NO: 110982

| Description | Amount | Total |
|--|--------|----------|
| ESSENGER PRODUCTION SERVICES-NEW YORK | 6.00 | 6.00 |
| ATA BANK RESEARCH/RETRIE RESEARCH | 76.98 | 76.98 |
| INVOICE TOTAL | | 4,570.45 |

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ORIGINAL INVOICE



CARL BYOIR & ASSOCIATES, INC.
 380 Madison Avenue
 New York, New York 10017

TERMS: Net 20 days from invoice date.
 Late payments are subject to an interest
 charge not to exceed 1½% per month.

181904

SCOTTISH DEVELOPMENT AGENCY
 MEDIA CONTACT-HEALTH CARE

DATE: 8/31/83

INVOICE NO. 110983

***PLEASE REMIT TO: P.O. BOX 93898 CHICAGO, IL 60673

| Description | Amount | Total |
|------------------------------|--------|----------|
| PUBLIC RELATIONS SERVICES | | 1,027.50 |
| TELEPHONE/TELECOPIER | | |
| NEW YORK TELEPHONE | 25.91 | |
| RCA GLOBAL COMMUNICATIONS | 41.05 | |
| RCA GLOBAL COMMUNICATIONS | 34.43 | 101.39 |
| POSTAGE/SHIPPING | | |
| EMERY WORLDWIDE | 19.00 | 19.00 |
| STATIONERY/PRINTING | | |
| PRODUCTION SERVICES-NEW YORK | 32.40 | |
| IN HOUSE - W/P | 100.00 | 132.40 |
| MESSENGER | | |
| PRODUCTION SERVICES-NEW YORK | 9.00 | 9.00 |
| INVOICE TOTAL | | 1,289.29 |

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CARL BYOIR & ASSOCIATES, INC.
 380 Madison Avenue
 New York, New York 10017

181920

SCOTTISH DEVELOPMENT AGENCY
 SPECIAL MEDIA PROJECTS-HEALTH CARE

TERMS: Net 20 days from invoice date.
 Late payments are subject to an interest charge not to exceed 1½% per month.

***PLEASE REMIT TO: P.O. BOX 93896 CHICAGO, IL 60673

DATE: 8/31/83

INVOICE NO. 110985

| Description | Amount | Total |
|---|----------------------------------|----------|
| PUBLIC RELATIONS SERVICES | | 2,797.50 |
| TELEPHONE/TELECOPIER NEW YORK TELEPHONE RCA GLOBAL COMMUNICATIONS | 25.00 20.17 | |
| POSTAGE/SHIPPING EMERY WORLDWIDE EMERY WORLDWIDE EMERY WORLDWIDE PRODUCTION SERVICES-NEW YORK | 61.00 19.00 31.00 48.65 | 45.17 |
| STATIONERY/PRINTING PRODUCTION SERVICES-NEW YORK PRODUCTION SERVICES-NEW YORK IN HOUSE - W/P | 22.00 4.80 30.00 | 159.65 |
| PASSENGER PRODUCTION SERVICES-NEW YORK | 15.00 | 56.80 |
| | | 15.00 |
| INVOICE TOTAL | | 3,074.12 |

We respectfully ask that your Accounting Department consider this account as different from other bills. We are not suppliers, but are acting as your agents. Bills generally cover invoices on which we have already made payment, or sums on which we are firmly committed and must make prompt or immediate payment. Therefore, we would appreciate your approving this account for immediate payment.

ORIGINAL INVOICE

81940 SCOTTISH DEVELOPMENT AGENCY
 MARKETING SUPPORT-GENERAL

TERMS: Net 20 days from invoice date.
 Late payments are subject to an interest
 charge not to exceed 1½% per month.

***PLEASE REMIT TO: P.O. BOX 93898 CHICAGO, IL 60673

DATE: 8/31/83

INVOICE NO. 110987

| Description | Amount | Total |
|--|---------------------------------|----------|
| PUBLIC RELATIONS SERVICES | | 2,625.00 |
| TELEPHONE/TELECOPIER NEW YORK TELEPHONE | 52.14 | 52.14 |
| POSTAGE/SHIPPING CARL BYOIR/HOUSTON EMERY AIR FREIGHT EMERY AIR FREIGHT PRODUCTION SERVICES-NEW YORK | 5.93 35.00 59.00 20.58 | 120.51 |
| STATIONERY/PRINTING PRODUCTION SERVICES-NEW YORK | 19.05 | 19.05 |
| PHOTOGRAPHY SERVICES BERKEY K&L CUSTOM SERVICE | 7.52 | 7.52 |
| MESSENGER PRODUCTION SERVICES-NEW YORK | 3.00 | 3.00 |
| INVOICE TOTAL | | 2,827.22 |

*We respectfully ask that your Accounting Department consider this account as different from other bills. We are not suppliers, but are acting as your agents. Bills generally cover invoices on which we already have made payment, or sums on which we are firmly committed and must make prompt or immediate payment. Therefore, we would appreciate your approving this account for immediate payment.

181940 SCOTTISH DEVELOPMENT AGENCY
 MARKETING SUPPORT-GENERAL

TERMS: Net 20 days from invoice date.
 Late payments are subject to an interest
 charge not to exceed 1½% per month.

****PLEASE REMIT TO: P.O.BOX 93898 CHICAGO, IL 60673

DATE: 8/31/83

INVOICE NO. 110987

| Description | Amount | Total |
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| PHOTOGRAPHY SERVICES BERKEY K&L CUSTOM SERVICE | 7.52 | 7.52 |
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HOMER & DURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Scottish Development Agency
 9 West 57th Street
 New York, NY 10019

8918
 September 6, 19

Attn: Mr. David Christie

4030

Production Costs: "Cannily Located in the
 Energy Center of the
 Entire EEC." Oil Indus-
 try single-page 4/color
 ad for insertion in:
 . Oil & Gas Journal

| | |
|--|--------------------|
| Typecomposition | \$429.35 |
| Photostats | 114.75 |
| Photography useage fee | 1,000.00 |
| Retouching | 1,410.00 |
| Visual aids including "C" prints | 456.00 |
| 4/color separations including proofs and film for publication | 3,275.70 |
| Reprints and progs | 600.00 |
| | <u>\$7,285.80</u> |
| Agency commission, 17.65% | 1,285.94 |
| Mechanical preparation | 450.00 |
| | <u>\$9,021.74</u> |
| Sales tax, 8.25% | 638.20 |
| Local handling, delivery & messenger chgs. | 832.20 |
| | <u>\$10,492.14</u> |

PAID
 Comm
 OCT 1979
 Ch #1039

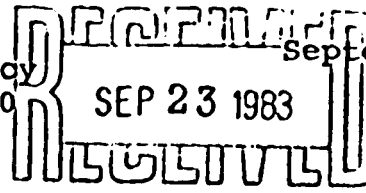
Handwritten signature and initials

HOMER & DURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Mr. David Christie
 Executive Director
 Scottish Development Agency
 1 Land Mark Sq. Suite 810
 Stanford, Ct. 06901

8934



September 15, 1983

SCOTTISH DEVELOPMENT AGENCY

Tier II - Houston

TEXAS BUSINESS

September 1983

½ Pg. B/W

"The North Sea Moves into Houston"

NET

\$1,933.75

\$1,933.75

PAID
 Com
 CK#1037

Approved

9/83

TERMS: NET 10 DAYS

All communication involves "senders" and "receivers." The sender assembles a message and transmits it to the receiver. The receiver interprets the message and reacts to it. If the message isn't understood or doesn't address the receiver's needs, the most brilliant prose will fall flat. To avoid this, put yourself in your reader's place.

Who will be reading this? How much does he or she already know about the topic? How much time does he have to

read this? What is important to him? In short, what do you need to tell your reader to get the response you want?

If you don't know the reader personally, play detective. For example, suppose you were writing to all of the marketing vice presidents in the Fortune 500. What can you safely assume about their ages, salary, budget, background, schedule? Try this a few times. You'll be surprised at how much you can accurately guess about a stranger.

Message statements: Now that you know what you want to accomplish and whom you want to reach, it's easy to organize your message. List the main points you need to make in order to reach your audience and accomplish your objective (limit yourself to five).

Don't try to be Shakespeare. All you need is a brief phrase that will trigger your thoughts as you write. Arrange these phrases in the order of priority, starting with the one most likely to get your reader's attention.

A list of four or five simple message statements will keep your writing from rambling. Rambling writing is not only confusing but also time consuming, both for you and the reader. With a little practice, the communication plan can be completed in less than one minute and will cut your writing time in half. Such a plan is also very useful if you dictate.

Action: What do you want the reader to do? It may sound simple, but if you want someone to do something, you have to tell him. Write down the action you want the reader to take.

Review the plan to make sure these four elements support each other, and you're ready to write.

A word about style: A lack of confidence about style is the major psychological stumbling block to effective writing. It shouldn't be. Surveys repeatedly have shown that the writing style favored by most successful executives is simple and straightforward: talking on paper.

Writing that is too flowery, too technical, too formal or too anything else is likely to lead the reader to think you have something to hide (as in the old maxim "If you can't dazzle them with brilliance, baffle them with bull"). Be direct and concise. If you have trouble getting started, imagine that your reader is standing in front of you, and just tell that person what's on your mind.

In a nutshell, the two elements of effective business writing are common sense and organization. If you'll take time to think about what you're doing before you write, you'll be twice as effective in half the time. ☆

Brian Shivers founded Wordsmith Publishing Systems Inc., a Dallas-based business communication company, and is vice president-finance of the Jim Coker Companies, Wordsmith's parent organization.

THE NORTH SEA MOVES INTO HOUSTON.

The Scottish Development Agency, offering opportunities for oil servicing in the North Sea, has opened a new office in Houston.

Ian Gordon, SDA Executive Director, can give you the facts on North Sea opportunities—at a time when opportunities seem hard to find.

Give Ian a call today.

And find out why so many American oil companies are tapping into the UK, European, and Middle East markets by locating in Scotland.

Call (713) 461-2289. Or write the Scottish Development Agency at 11211 Katy Freeway, Suite 130, Houston, Texas 77079.

**THE GREAT SCOTS.
PURVEYORS OF FINE TECHNOLOGY SINCE 1765.**

SCOTTISH DEVELOPMENT AGENCY

HOMER & DURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Mr. David Christie
 Scottish Development Agency
 1 Land Mark Square
 Suite 810
 Stanford, CT 07901

8954

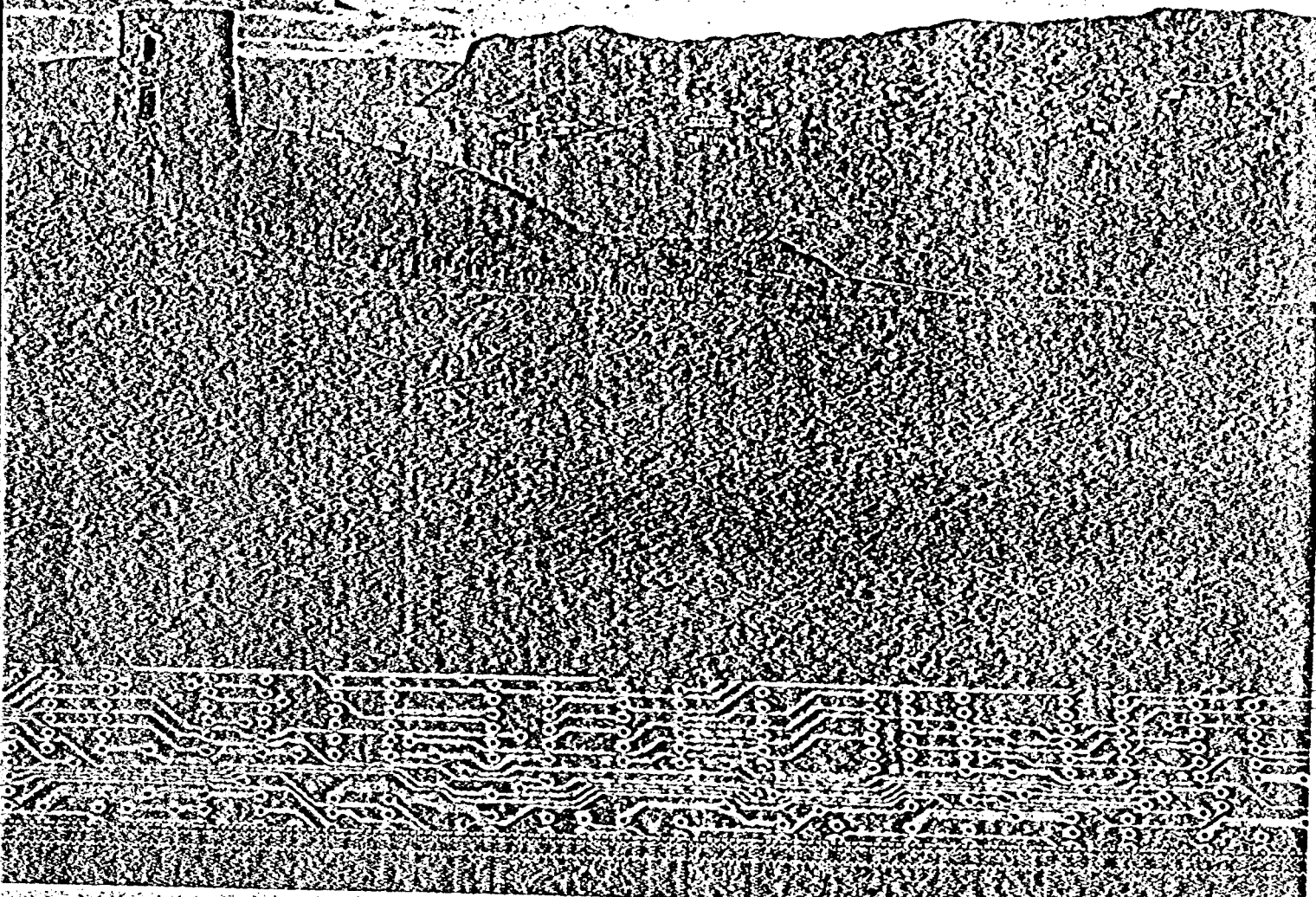
September 19, 1983

| <u>STARCH READERSHIP REPORTS</u> | <u>NET</u> |
|--|-------------------|
| <u>BUSINESS WEEK</u> May 2, 1983 | 230.00 |
| <u>FORBES</u> May 9, 1983 | 275.00 |
| <u>BUSINESS WEEK</u> June 6, 1983 | 230.00 |
| Postage & handling <i>X from Starch to H&D</i> | 19.50 |
| <u>THE OIL & GAS JOURNAL</u> September 5, 1983 P. 4/C Bld. "Scotland, with uncanny foresight" | 3,276.75 |
| | <u>\$4,031.25</u> |

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 Com
 OCT 13 1983
 Ch# 1037
D
Jan
9/20

**OTLAND
WITH UNCANNY FORESIGHT, HAS
LOCATED ITSELF IN TWO MARKETS AT ONCE,
THE UK, AND THE COMMON.**

83



5

5

1

Fact: companies in Scotland market over \$24 billion worth of goods in the UK a year.

Second fact: Companies in Scotland market over \$6 billion in goods in the European Economic Community a year.

The fact is, The Great Scots give you the best possible launchpad for marketing technology in the UK and the EEC.

Why? The Scottish work ethic, for one thing. Europe's highest proportion of university graduates, for another.

And most of all, because the Scots carry the momentum of over 200 years of technology. Beginning in 1765, when James Watt started the Industrial Revolution with his invention—the steam engine.

For complimentary copies of two new publications on European site selection, contact the Scottish Development Agency.

In New York, dial (212) 867-1066. In San Francisco, (415) 774-6569. In Houston, (713) 461-2289. And in Chicago, (312) 490-0445/6.

SCOTTISH DEVELOPMENT AGENCY



**THE GREAT SCOTS.
PURVEYORS OF FINE TECHNOLOGY SINCE 1765.**

The Great Scots is a service mark of the Scottish Development Agency.

HOMER & DURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Mr. David Christie
 Executive Director
 Scottish Development Agency
 1 Land Mark Square
 Suite 810
 Stanford, CT 06901

RECEIVED
 SEP 23 1983
 Scottish Development Agency

8959

September 21, 1983

| <u>BUSINESS.WEEK</u> (Industrial) | <u>NET</u> |
|--|--------------------|
| September 19, 1983 P. 4/C Bld. "Scotland, With Uncanny Foresight..." | <u>\$19,882.35</u> |
| <p>PAID</p> <p>Conn. OCT 15 1983 Ch # 1037</p> <p>PAID</p> | |
| <p>Approved</p> <p><i>[Signature]</i></p> | |
| <p>9/28</p> | |

SCOTLAND, WITH UNCANNY FORESIGHT, HAS LOCATED ITSELF IN TWO MARKETS AT ONCE. THE UK, AND THE COMMON.

Fact: companies in Scotland market over \$24 billion worth of goods in the UK a year.

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SCOTTISH DEVELOPMENT AGENCY

**THE GREAT SCOTS.
PURVEYORS OF FINE TECHNOLOGY SINCE 1765.**

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HOMER & DURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Mr. David Christie
Executive Director
Scottish Development Agency
9 West 57th Street
New York, N.Y.

8892

August 31, 1983

TIER II - HOUSTON

NET

OIL & GAS JOURNAL

August 22, 1983

1/2 Pg. B/W

"The North Sea Moves Into Houston"

\$1,275.00

PAID
SEP 8 1983
CK# 2194

9/10

APPROVED FOR
PAYMENT

[Signature]

**THE
NORTH SEA
MOVES
INTO
HOUSTON.**

The Scottish Development Agency, offering opportunities for oil servicing in the North Sea, has opened a new office in Houston.

Ian Gordon, SDA Executive Director, can give you the facts on North Sea opportunities—at a time when opportunities seem hard to find.

Give Ian a call today.

And find out why so many American oil companies are tapping into the UK, European, and Middle East markets by locating in Scotland.

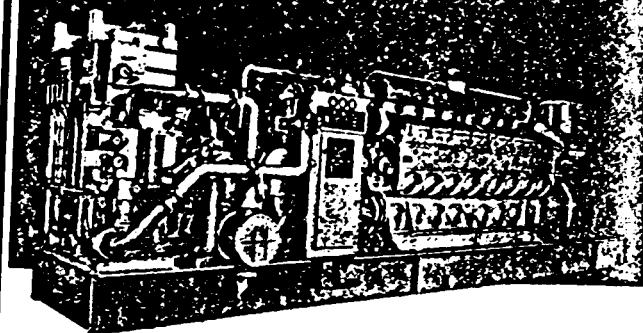
Call (713) 461-2289. Or write the Scottish Development Agency at 11211 Katy Freeway, Suite 130, Houston, Texas 77079.

**THE GREAT SCOTS.
PURVEYORS OF FINE
TECHNOLOGY
SINCE 1765.**

SCOTTISH DEVELOPMENT AGENCY



**Where
there's power
there's
fresh water!**



**Now! Maxim plus
Stewart & Stevenson...
Dependability
in a new Power-Water Package.**

By utilizing generator engine waste heat, the field-proven Maxim® Thermal Circulation Flash (TCF) evaporator gives new meaning to the word "Dependability!"

The Maxim TCF will produce pure potable water day in and day out, automatically, regardless of wide variations in engine loads. The Thermal Circulation Flash principle, proprietary to Maxim, is part of the secret. Heater tubes are "scrubbed" by the natural thermal circulation, which provides an on-stream time span in excess of 2,500 hours between chemical cleaning. Gone are the days of acidizing and scale chipping hammer!

Compare the TCF's performance to any other desalinator you have ever used. You can't beat its dependability or low operation and maintenance costs anywhere.

And here's further dependability...Maxim TCF desalinators are sold and serviced worldwide by Stewart & Stevenson Services, Inc., a leader in the provision of reliable primary rig power.

Write or call Stewart & Stevenson Services, Inc., P.O. Box 1637, Houston, Texas 77001, Phone 713/923-2161; or Riley-Beaird, P.O. Box 31115, Shreveport, Louisiana 71130, Phone 318/865-6351.

RILEY

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A DIVISION OF UNITED STATES RILEY CORPORATION

HOMER & DURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Scottish Development Agency
9 West 57th Street
New York, NY 10019

8909

September 1, 1983

Attn: Mr. David Christie

Agency Retainer - September 1-30, 1983

\$7,500.00

PAID
SEE
CK# 2194

9/20
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PAYMENT

[Handwritten signature]

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485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Scottish Development Agency
 9 West 57th Street
 New York, NY 10019

8907

September 2, 198

Attn: Mr. David Christie

| | |
|--|-------------------|
| <u>Miscellaneous Expenses</u> | |
| November '82 - August '83 | |
| Business Conferences | \$407.80 |
| Taxis/local carfares (Includes job #'s 3625, 3626, 3667, 3524, 3494, 3499, ID-8000) | 629.99 |
| Global Communications (International and domestic) | 77.08 |
| Long distance telephone calls | 233.23 |
| Express Mail charges | 45.75 |
| Messenger and local delivery charges (Includes job #'s 3546, 3625, 3626, 3627, 3628, 3667, 8001, 8002) | 332.35 |
| Air Courier charges for job #3546 | <u>113.50</u> |
| | <u>\$1,840.70</u> |

How
**APPROVED FOR
 PAYMENT**
[Signature]

CK # 2194

HOMER & DURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Mr. David Christie
Executive Director
Scottish Development Agency
9 West 57th Street
New York, N.Y.

8891

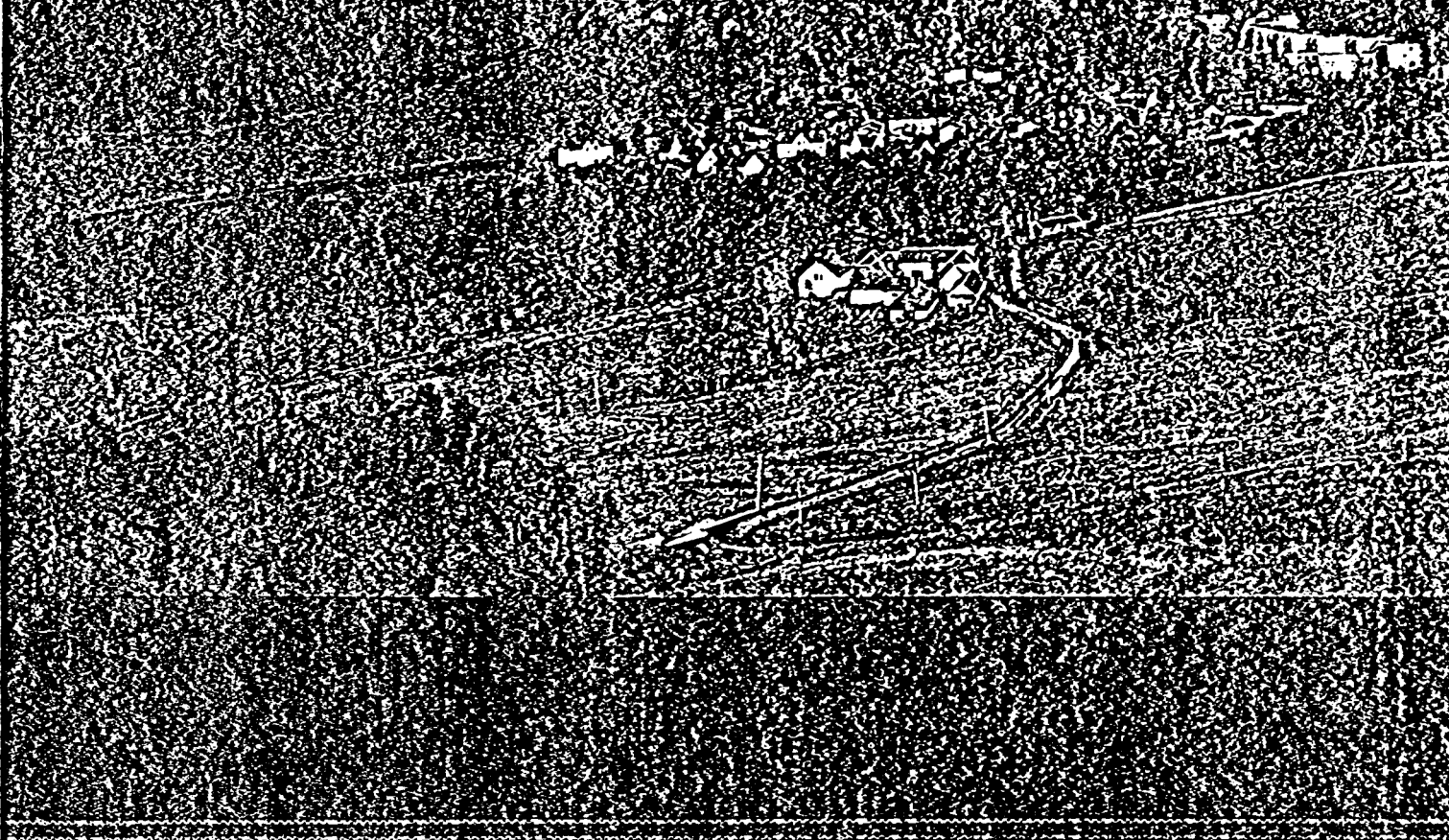
August 31, 1983

| <u>NET</u> | |
|---|--------------------|
| <u>INC.</u> . | |
| September 1983 | |
| Page 4/C Bleed | |
| "In the Silicon Valley... Roaming in the Gloaming" | <u>\$17,845.75</u> |
| CK#2194 | |
| 9/1/83 | |
| APPROVED FOR PAYMENT | |
| <i>[Signature]</i> | |

TERMS: NET 10 DAYS

[Handwritten initials]

IN THE SILICON VALLEY, JOB TURNOVER IS 23%. IN THE SILICON GLEN, JOB TURNOVER IS 6%. THERE'S VERY LITTLE ROAMING IN THE GLOAMING.



The Scottish work ethic, in brief, works. Ask anyone in the Silicon Glen—Scotland's central belt of over 230 electronics companies. The Great Scots give you a stable, productive workforce, with over 200 years of technological tradition. In fact, these two centuries have created the most highly educated workforce in all Western Europe. With universities producing more graduates per capita and a high percentage of science and technical degrees. Which is one reason why Scotland is America's best launchpad for technology in Europe. (Scotland, as part of both the U.K. and the

European Economic Community, gives you tariff-free access to the world's largest single market. And Scotland's unique combination of both government and private financing gives you excellent short-term, mid-term and long-term advantages. In New York, dial the Scottish Development Agency at (212) 867-1066. San Francisco, (415) 774-6569. Houston, (713) 461-2289. Chicago, (312) 490-0445/6. You'll receive our new publications on European site selection and Scottish labor productivity and stability—and specific facts on how your company can have custom-shaped advantages.

SCOTTISH DEVELOPMENT AGENCY

**THE GREAT SCOTS.
PURVEYORS OF FINE TECHNOLOGY SINCE 1765.**

The Great Scots is a service mark of the Scottish Development Agency.

Circle No. 162 on Reader Service Card.

HOMER & DURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Scottish Development Agency
9 West 57th Street
New York, NY 10019

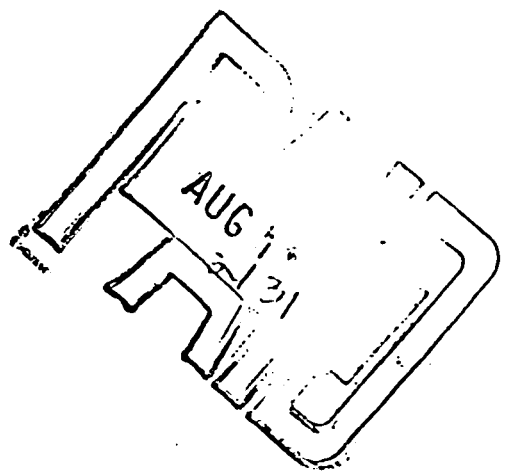
8821

August 1, 1983

Attn: Mr. David Christie

Agency Retainer - August 1-31, 1983

\$7,500.00



TOTAL:

11,660.75

HOMER & DURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Scottish Development Agency
9 West 57th Street
New York, NY 10019

8777

July 20, 1983

Attn: David Christie

Area Development
July 1983
Pg. 4/C BLD
"...Amazing Grace."

NET

\$2,885.75

Approved.
[Signature]

7/27



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485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

8776

Scottish Development Agency
9 West 57th Street
New York, NY 10019

July 20, 1983

Attn: David Christie

Tier II Houston

The Oil & Gas Journal

July 4, 1983

½ Pg. B/W

"The North Sea Moves Into Houston"

NET

\$1,275.00

*Approved -
C. D. C.*

7/27

HOMER & BURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Scottish Development Agency
9 West 57th Street
New York, NY 10019

8746

July 1, 1983

Attn: Mr. David Christie

Agency Retainer - July 1-31, 1983

\$7,500.00

PAID
JUL 21
2084

TOTAL \$18,809.67

HOMER & BURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Mr. David Christie
Scottish Development Agency
9 West 57th Street
New York, N.Y.

8766

July 15, 1983

| <u>TIER II - HOUSTON</u> | NET |
|-------------------------------|-------------------|
| <u>OIL & GAS JOURNAL</u> | |
| June 13, 1983 3 col. x 8½" | 888.67 |
| <u>TEXAS BUSINESS</u> | |
| July 1983 ½ P. B/W | <u>1,933.75</u> |
| | <u>\$2,822.42</u> |

Approved
[Signature]
7/19

TERMS: NET 10 DAYS

HOMER & BURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Mr. David Christie
Scottish Development Agency
9 West 57th Street
New York, N.Y.

8765

July 15, 1983

| <u>TIER II - CHICAGO</u> | <u>NET</u> |
|---|-------------------|
| <u>CRAIN'S CHICAGO BUSINESS</u> | |
| June 27, 1983 40" | <u>\$2,040.00</u> |
| <i>Approved.</i> <i>[Signature]</i> <i>719.</i> | |

TERMS: NET 10 DAYS

[Handwritten initials]

HOMER & BURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Mr. David Christie
Scottish Development Agency
9 West 57th Street
New York, N.Y.

8758

July 15, 1983

ELECTRONIC BUSINESS

July 1983
P. 4/C BLD.
"...Amazing Grace."

ELECTRONIC NEWS (EEC Supplement)

June 27, 1983
Jr. P. B/W
Markets AD

NET

\$2,839.00

3,608.25

\$6,447.25

Approved
Sch
7/19

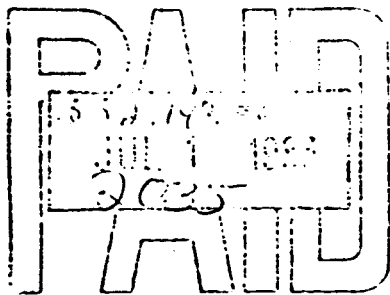
HOMER & DURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

SDA

1983/84 ADVERTISING BUDGET RECAP

| | |
|---|--------------------|
| Total invoices due April - June '83 (See attached) | \$194,889.51 |
| Projected July Media Billings | 24,246.91 |
| July '83 Agency Retainer | 7,500.00 |
| | <hr/> |
| | \$226,636.42 |
| Pre-billed Balance: | - 142,746.51 |
| | <hr/> |
| <u>Due Homer & Durham:</u> | <u>\$83,889.91</u> |



Disc Note

52,143.00

Disc. 7/81

31,746.91

\$ 83,889.91

HOMER & DURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

6/29/83

SDA 1983/84 ADVERTISING BUDGET RECAP

Pre-Billing

Production Invoices Billed:

| <u>Invoice #</u> | <u>\$ Billed</u> | <u>Actual Costs</u> |
|------------------|-----------------------------|---------------------|
| 8458 | \$ 8,831.60 | \$ 5,525.93 |
| 8449 | 10,027.37 | 8,872.18 |
| 8453 | 12,662.65 | 2,228.17 |
| 8448 | 11,823.94 | 12,810.23 |
| 8447 | <u>9,487.94</u> | <u>3,022.59</u> |
| | \$54,611.48 | \$34,104.02 |
| | <u>Balance: \$20,507.46</u> | |

Accruals:

| | | |
|------|------------|-------------|
| 8345 | Media | \$22,634.82 |
| 8452 | Media | 2,046.00 |
| 8445 | Media | 80,000.00 |
| 8450 | Collateral | 3,290.00 |
| 8451 | Collateral | 564.25 |
| 8454 | Collateral | 3,280.00 |
| 8455 | Production | 7,717.73 |
| 8459 | Production | 2,706.25 |

Pre-billed Balance: \$142,746.51

HOMER & DURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

6/29/83

JULY '83 PROJECTED MEDIA BILLINGS

| | |
|-------------------|--------------------|
| Media (Corporate) | \$14,794.49 |
| Media (Houston) | 5,372.42 |
| Media (Chicago) | 4,080.00 |
| | <hr/> |
| Total: | <u>\$24,246.91</u> |

HOMER & DURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Scottish Development Agency
9 West 57th Street
New York, NY 10019

653

April 25,

Attn: Mr. David Christie

Out-of-Pocket Expenses

| | |
|---|-------------------|
| Long Distance Telephone Calls | \$301.48 |
| Telex Communications | 332.33 |
| Xeroxing of Presentation Materials | 102.29 |
| Art out-of-pocket expenses in connection with presentations | 57.26 |
| Express Mail to Regional Offices and Scotland | 64.17 |
| Local handling, delivery, and messenger charges in connection with development of original two-markets ad | 187.35 |
| Delivery and messenger charges to 9 West 57th Street | 238.20 |
| Local messenger, delivery & transportation charges in connection with SDA display production (out-of-town pick-up and delivery of graphics) | 275.80 |
| T.K. Homer/J. Wohlhorn Chicago/L.A. trips 2/14-15/83, ground transportation | 117.00 |
| Food and miscellaneous expenses | <u>41.68</u> |
| | <u>\$1,717.56</u> |

HOMER & DURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Scottish Development Agency
 9 West 57th Street
 New York, NY 10019

8549 B.A

April 28, 1983

Attn: David Christie

| | Gross | Net |
|---|-------------|-------------|
| Inc. Magazine May, 1983 Pg. 4C BLD " By Yon Bonny Banks " | \$18,660.00 | \$15,861.00 |
| Business Facilities March/April 1983 Pg. 4/C BLD " Scotland with Uncanny Foresight..." | 3,065.00 | 2,605.25 |
| Electronic News April 18, 1983 Jr. Pg. 4C " Scotland with Uncanny Foresight..." | 3,539.80 | 3,008.83 |
| | <hr/> | <hr/> |
| | \$25,264.80 | \$21,475.08 |

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8549 B

Scottish Development Agency
9 West 57th Street
New York, NY 10019

April 29, 1983

Attn: David Christie

Tier II - California

Orange County
Business Journal
April, 1983
Pg. B/W

"... interface with the world's largest..."

Gross

\$1,175.00

Net

\$998.75

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Scottish Development Agency
9 West 57th Street
New York, NY 10019

Attn: Mr. David Christie

0564

April 26, 1983

3546A

Production Costs: "The Great Scots" plastic bags.

5,600 plastic bags including "The Great Scots" printed on 2 sides

\$1,000.00

Agency commission, 17.5%

176.50

Sales tax, 8.25%

82.50

\$1,259.00

Local handling, delivery & messenger chgs.

69.10

\$1,328.10

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Scottish Development Agency

9 West 57th Street

New York, NY 10019

Attn: Mr. David Christie

6571

April 27, 1983

Miscellaneous Expenses to date:

Long distance telephone calls

\$223.22

Local transportation

88.40

Out-of-pocket expenses, including
out-of-town personal meals

336.50

\$648.12

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Scottish Development Agency
9 West 57th Street
New York, NY 10019

INV. #8577

May 3, 1983

Attn: Mr. David Christie

Agency Retainer - May 1-31, 1983

\$7,500.00

HOMER & DURHAM ADVERTISING, LTD.

485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Scottish Development Agency
 9 West 57th Street
 New York, NY 10019

8584

May 10, 1983

Attn: Mr. David Christie

3671

Production Costs: "The Great Scots: An Interface with the World's Largest Single Electronics Market." Electro '83 Trade Show b/w single-page ad for insertion in:

- . Electro '83 Official Program

| | |
|--|----------|
| Typecomposition | \$249.80 |
| Photostats | 33.75 |
| Materials for insertion including photo-prints and negative | 91.00 |
| Visual aids | 45.55 |
| | <hr/> |
| | \$420.10 |
| Agency commission, 17.65% | 74.15 |
| Mechanical Preparation | 300.00 |
| | <hr/> |
| | \$794.25 |
| Sales tax, 8.25% | 59.41 |
| | <hr/> |
| | \$853.66 |
| Local handling, delivery, messenger and express mail charges | 141.66 |
| | <hr/> |
| | \$995.32 |
| | <hr/> |

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485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Scottish Development Agency
9 West 57th Street
New York, NY

8606

May 16, 1983

Attn: David Christie

| | | |
|--|--|-------------|
| Site Selection Handbook May, 1983 Pg. 4/C BLD Labor Ad | | \$2,180.25 |
| Oil & Gas Journal April 25, 1983 Pg. 4/C BLD Markets Ad | | 3,276.75 |
| Medical Device & Diagnostic Industry May, 1983 Pg. 4/C BLD Markets ad | | 2,269.50 |
| Business Week (Industrial) May 2, 1983 Pg. 4/C BLD Markets ad | | 19,882.35 |
| Forbes May 9, 1983 Pg. 4/C BLD Markets ad | | 24,173.57 |
| | | <hr/> |
| | | \$51,782.42 |

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485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Scottish Development Agency
 9 West 57th Street
 New York, NY 10019

0624

Attn: Mr. David Christie

May 18, 1983

4020/4019

4021/3667

Production Costs: Trade Show Support Items

| | | |
|--|--|--------------------------|
| Fish Bowls | | \$80.00 |
| Photostats | | 97.50 |
| Silk Screening for fish bowl | | 125.00 |
| Tag printing | | 550.00 |
| Plastic strips (10,400 ea.) | | 416.00 |
| Tags (10,400 ea.) | | <u>3,432.00</u> |
| | | \$4,700.50 |
| Agency commission, 17.65% | | 829.64 |
| Creative, copy, layouts | | N/C |
| Mechanical preparation for luggage tag | | 75.00 |
| Sales tax, 8.25% | | 393.98 |
| Air Express to D. Christie, in Dallas, local handling, delivery & messenger chgs. | | <u>139.00</u> |
| | | <u><u>\$6,138.12</u></u> |

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485 LEXINGTON AVE. NEW YORK, N.Y. 10017 (212) 370-9700

Scottish Development Agency
9 West 57th Street
New York, New York 10019

Attn: Mr. David Christie

3627

May 26, 1983

3683

Production Costs: North American ad. Single
page b/w strip. New
line of type into exist-
ing and supplied by
client for insertion in:
Orange County Business
Journal, April '83

Type composition

\$48.50

Photostats

33.50

Materials for insertions including film
and prints

106.00

\$188.00

Agency commission, 17.65%

33.18

Mechanical preparation

75.00

\$296.18

Sales tax, 8.25%

21.70

Local handling, express delivery and
messenger charges

78.50

\$396.38