

*Griffin*

BOSTON-MAINE AIRWAYS, INC.

Boston, Massachusetts

April 9, 1940

To: All Concerned

From: Vice President-Operations

Subject: Uniforms.

The bid of the Russell Uniform Company has been accepted and this company will now be exclusive manufacturers of all uniforms for personnel of the Company. The prices quoted are as follows:

Winter Uniform (#11-92 Elastique)

Coat	\$21.50
Trousers	10.40
Cap frame	1.75
Cap cover and braid with BOSTON-MAINE AIRWAYS in gold letters	2.87
Metal chin strap, single	.65
Metal chin strap, double	.85
#612 Arrow standish blue shirts, buttons attached, with Boston-Maine Airways embroidered into pocket flap in script silk	1.65
Five-fold navy blue Barathea tie	.75

Summer Uniform (Tropical Woolen, 10-ounce)

Coat	\$18.20
Trousers	7.30
Cap frame	1.75
Cap cover and braid with BOSTON-MAINE AIRWAYS in gold letters	2.87
Metal chin strap, single	.65
Metal chin strap, double	.85
Soulette blue poplin shirt, epaulette straps, two patch pockets and removable buttons, Boston-Maine Airways on pocket flap	2.50
Five-fold navy blue Barathea tie	.75

Half-inch gold stripes \$1 each stripe.

Quarter-inch gold stripes 75¢ each stripe.

Specifications have been sent to the uniform manufacturer and all uniforms will be made on identical specifications. The procedure for ordering uniforms will be as follows:



The employee will obtain a purchase order from Mr. C. E. Paine, Purchasing Agent. On this purchase order will be specified whether the uniform is to be for Captain, First Officer or Ground Station Agent. It will also include the information as to whether uniform will be summer or winter material. In addition, the number of articles desired will be placed on the order, i.e., one coat, one pair trousers, one cap complete with braid, three shirts, one tie, etc.

The purchase order will be presented to Burke and Company, 23 School Street, Boston. Measurements will be taken by Burke and Company and sent to the Russell Uniform Company in New York.

Captains and first officers will be required to send one-third of the total cost of uniform with the measurements and will be billed directly by the uniform company for the balance. In the event that any captain or first officer does not contemplate paying the balance upon receipt of the uniform he should, prior to sending in his measurements, make arrangements for credit and specify to the uniform company the method in which payment will be made. The Company will assume no obligation for uniforms of pilot personnel.

Ground station personnel need not submit any payment direct to the uniform company. The Company will, however, deduct in equal monthly installments the amount due.

Uniforms will be delivered in ten days to two weeks after receipt of measurements in New York. Measurements may be taken after Wednesday, April 10.

Effective May first there will be a change in the color of shirt and tie. The shirts will be blue as indicated in the above description and ties will be navy blue. All personnel who are not intending to purchase new uniforms for delivery prior to May first should submit to this office at once their needs for shirts, including number of each type (summer or winter), collar size and sleeve length. Bill will be sent direct to the individual by the uniform company. As noted in the description, there is a provision for both a summer and winter shirt. The summer shirt is to have removable U. S. AIR MAIL buttons and may be worn without the coat. The winter shirt is the ordinary type of shirt and with it the coat should be worn.

All personnel who do not now have on the cap braid the letters BOSTON-MAINE AIRWAYS in gold will include this information on the same memo containing their shirt information. Orders will also be made for this cap braid and individuals billed direct.

M. H. Anderson

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