

PL/AG

Octbr. 12th 1914.

Messrs. The Siam Cement Co., Ltd.,
Bangkok.

Dear Sirs,

We received about the middle of September a letter from Mr. Schultz, dated July 17th, in which he asked us on your behalf to engage a clever bookkeeper for you.

The conditions offered were outlined in Mr. Schultz's letter to some extent, but the details of the contract between you and the bookkeeper should according to Mr. Schultz's letter be the same as arranged in his contract with you, of which we have a copy here.

We were just in the position that we had a young man available for this service, and therefore cabled on the 24th ulto. to Mr. Schultz as follows:

"Received Schultz letter July seventeenth but not confirmation from Company as advised. Have engaged clever bookkeeper. Cable Company's confirmation of this action".

as we had not received the letter from you to which Mr. Schultz

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refers in his letter of July 17th. Then we received your cablegram of September 29th as follows:

"Confirm Schultz's letter Bookkeeper Arrival beginning January",

in which you confirm the arrangement which Mr. Schultz has asked us to make for you, and we have now given the young man, Erik Thune, order to leave here for Siam so as to arrive at the beginning of January if possible.

Mr. Thune is a young man, 21 years of age, whom the writer has known from childhood. He is very well recommended from the positions which he has had hitherto. He has for several years been employed at the office of the ^{American Oil} Scandinavian Company here, which company he left last spring to take an employment in London so as to broaden his education, experience, and knowledge of foreign languages. He got a position with the Tunnel Cement Company in London, which company is largely owned by our firm, and he was employed with this company until the war broke out, when he was sent back here to Denmark by the Danish Legation of London, and consequently had to break off his engagement. When he came home here it was, however, found out that he was not called for military service at all, and it was, therefore, our intention to find an employment for him again in England or in America, in the meantime he got a temporary position with his old firm here.

Mr. Thune has a good knowledge of English and a good education as a bookkeeper, so we feel sure that you will be well

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satisfied with his services.

We have thought that it would be of great benefit to you if we could comply with the suggestion made by Mr. Schultz in his letter to us of July 17th, that we should give Mr. Thune an opportunity to thoroughly study the bookkeeping of a cement works, especially in relation to the bookkeeping of the factory. During Mr. Thune's stay in London he was not employed at the works' office but at the head office of the Tunnel Cement Company, so we think it would be advisable to let Mr. Thune stay at the cement works itself and work at the bookkeeping there, so that he gets an intimate knowledge of the same. We, therefore, arranged that Mr. Thune left on the 10th inst. for London, and we have procured permission for him to work at the Tunnel factory for about one month and also asked the manager of the works to afford him all possible opportunity to learn everything in connection with the special bookkeeping of a cement works.

We do not know exactly by this time when Mr. Thune can find a steamer opportunity for Siam, but he will find this out in England and let you know when he expects to arrive. The East-Asiatic Company have a steamer leaving here on November 10th. If this steamer should call at England, which is not unlikely, Mr. Thune might catch this steamer at Middlesborough; but if this should not be possible he will have to take one of the English boats.

According to Mr. Schultz's letter we understand that you

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will pay Mr. Thune's travelling expenses from here to Siam via England, which may be a little higher than if he had to go direct from here to Siam; but we think it will be so much in your interest that he gets an opportunity for working some time at an English cement works that you will find it correct to pay his travelling herefor.

We furthermore understand that you pay him a salary of 250 Ticals equal to about 475 Danish Crowns per month from the time he leaves here, that means from October 10th. We presume that one month's stay in England will be sufficient, so that he does not need to be retained in England more than this month, but, of course, it will depend a little upon the time when he gets a suitable steamer for Siam how long he will have to stay in England. For the sake of simplicity we, therefore, propose that you pay him for the month of October Kr. 810, and for each of the following months Kr. 475 or an equal amount in Ticals, and, of course, his travelling expenses. We have provided him with the necessary money.

We have provided Mr. Thune with a copy of Mr. Schultz's contract with you, and also with a copy of Mr. Schultz's letter to us of July 17th and we send him to-day a copy of this letter, so that he will be well informed of the situation.

The contract will, of course, have to be revised in the details so as to conform to Mr. Thune's position with you; but

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we understand you are to provide Mr. Thune with a suitable residence light, and firewood free of charge, and also with free medical attendance and medicine. The question of holidays should be arranged as stipulated in the contract and in Mr. Schultz's letter, so that Mr. Thune is entitled to $1\frac{1}{2}$ months holiday each year on full pay, and you are to pay his passage back again after the term of three years, and also to provide him with passage money in case the medical attendant should certify that his state of health necessitates a voyage to Europe during the time of his employment with you.

We think we have now covered all that should be said in this matter, and we may only say that we hope and feel sure that you will be well served with the services of Mr. Thune, whom we recommend to you in every respect.

Yours very truly,

J. L. Smith
Genl Mgr