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September 16, 1957

**FROM:** William C. Norris  
**TO:** F. C. Mullaney  
A. J. Ryden  
J. G. Miles  
W. K. Drake  
**SUBJ:** Forecast of Expenditures

At the September 9 meeting of the Management Advisory Committee meeting you were handed a rough draft of the Forecast of Expenditures. At the last meeting on September 16 it was agreed that we would proceed with the first three phases of a computer program. I have added the materials cost of this program to the forecast and a revised copy is attached.

Will you please study this and be prepared to suggest any necessary revision at the next meeting of the Management Advisory Committee. If you will not be present at the next meeting please hand me your comments before you depart.

/ William C. Norris

WCN:lvw  
Attach.

**FORECAST OF EXPENDITURES**  
**9-1-57 to 3-1-58**

Engineering Labor (5 Engineers, 1 Tech., 1 Draftsman, 1 Secretary)	\$38,075	
Overhead (6 Managers, 1 Secretary)	<u>46,500</u>	
Total Salaries		\$ 84,575
Engr. Travel (includes per diem) @ \$1,000/mo.	\$ 6,000	
Salesman Travel (includes per diem) @ \$1,500/mo.	<u>9,000</u>	
Total Travel		15,000
Sales Promotion - advertising, proposal aid, etc.		25,000
Equipment Rental		10,000
Space Rent, 2,000 sq. ft. at 75¢/yr.		750
Telephone @ \$500/mo.		3,000
Misc. (Supplies, Accounting, Expense, etc.)		12,000
Computer Program*		
Phase I - Circuitry - materials		3,500
Phase II - Packaging - materials		3,000
Phase III - Logical Design - no material cost		
		<u><u>\$156,825</u></u>

\* Labor costs included in labor item at top of page.