

**Avery Architectural and Fine Arts Library
Department of Drawings & Archives
Columbia University**

**Guide to the New York Architectural Terra-Cotta Company Records,
1889-1921 (bulk 1911-1920)**

1985.004

Date Range:	1889-1921 (bulk 1911-1920)
Size:	approx. 6,000 files 172 boxes
Finding Aid Date:	1998; rev. 2008-01-04
Preferred Citation:	New York Architectural Terra-Cotta Company records, Dept. of Drawings & Archives, Avery Architectural and Fine Arts Library, Columbia University.
Acquisition Information:	This collection was a gift from the Friends of Terra Cotta to Avery Library in 1985.
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<p>Location:</p>	<p>Materials are located onsite at in the Department of Drawings & Archives at Avery Library.</p>
<p>Processing Information:</p>	<p>Processed in 1996-1998 by graduate students from the Historic Preservation program in the Graduate School of Architecture, Planning, and Preservation at Columbia University. Funding for this project was provided by a grant to the Center for Building Conservation from the National Endowment for the Arts. Additional support was provided by the New York State Council on the Arts, the Center for Building Conservation, and the Friends of Terra Cotta/NYS Branch.</p>
<p>Finding Aid Preparation:</p>	<p>Written in 1998 by graduate students from the Historic Preservation program in the Graduate School of Architecture, Planning, and Preservation at Columbia University. The primary authors were Tamara McKenna, Katherine Petrin and Anne-Sophie Roure.</p> <p>In 1999, the NYATCC project was awarded a Preservation League award for excellence from the Preservation League of New York State.</p> <p>Complete finding aid revised, expanded, and prepared for electronic publication by Annemarie van Roessel, Archivist, Avery Library, in 2007.</p>

Historical Note:

The New York Architectural Terra-Cotta Company was in operation at 401 Vernon Avenue in Long Island City, Queens, New York, from 1886 to 1932. Of the forty-eight major terra cotta manufacturers in the United States, it was the only company that operated its plant in New York City. The NYATCC supplied architectural terra cotta for projects throughout the United States and Canada, including over 2,000 buildings. Among their most prominent commissions are Carnegie Hall and the Plaza Hotel in New York City.

Scope and Content:

This collection contains nearly 6,000 files of the company covering the period from 1889 to 1921, with the bulk of documents produced between 1911 and 1920. The majority of the collection is comprised of architectural bid documents, each noting the architect, building, and location, as well as estimated costs, sketches, and related correspondence. These bid records provide information for 6,248 separate projects in New York City, the United States, and several foreign countries. These bid documents represent commissions not awarded to NYATCC, and do, in some cases, indicate the outcome of the bid. Architects represented include Carrère & Hastings, D.H. Burnham & Co.; Cass Gilbert; McKim, Mead & White; George Post; Warren & Wetmore; Schwartz & Gross, and many others.

The collection also contains correspondence files and office memoranda, including some describing the formative years, 1911-1914, of the National Terra Cotta Society, as well as trade catalogs and job photographs. Also of note are two albums containing photographs of sample pieces of terra cotta, and month-by-month construction records for three buildings: the American Theater (42nd Street, New York City, 1892) designed by Charles Coolidge Haight; the Renaissance Apartments (Brooklyn, N.Y., 1889) and the Imperial Apartments (Brooklyn, N.Y., 1890) both designed by Montrose Morris.

This collection may be especially useful for researchers interested in trends in glaze finished in the 1910s; typical office practices for architects and contractors; the development of building technology and subsequent changes in building types (i.e. fewer stables, more auto garages); the costs involved in building, including bidding wars and competition between businesses; and raw data on alternative or substitute building materials.

Arrangement and Organization:

This collection is arranged in two series: Series I: Bid Records and Series II: Office Records. Materials in Series I are organized geographically by state and city, then alphabetically by project name. Materials in Series II are organized according to the filing system devised by the NYACC, which is generally alphabetical. Photographs and miscellaneous items are listed at the end of Series II.

Boxes 1 through 153 contain the bid files for projects that the New York Architectural Terra-Cotta Company did *not* perform.

Boxes 154 to 172 contain mainly correspondence, reports and promotional material. In each of these boxes, most of the folders have been given a title indicating their general content. Individual descriptive entries represent only the material of specific interest, not the complete content of each folder.

Box 154	A-B, 1912-1916
Box 155	B-F, 1914-1917
Box 156	C-E, 1912-1917
Box 157	C-D, 1913-1916
Box 158	E-H, 1912-1916
Box 159	I-M, 1913-1916
Box 160	M-P, 1914-1916
Box 161	Q-S, 1911-1916
Box 162	S-T, 1912-1916
Box 163	T-W, 1913-1917
Box 164	Miscellaneous Correspondence, 1914-1917
Box 165	Miscellaneous Correspondence, 1915-1917; New York Office, 1913-1917
Box 166	Pittsburgh Office, 1915-1917
Box 167	Pittsburgh Office, 1916-1917; Miscellaneous Documents, 1914-1915
Box 168	Bowman, Bungart, Gates, Geer, and Geib Reports, 1912-1915
Box 169	Geib Reports, cont. 1913-1915
Box 170	Hankin Reports, 1912-1916.
Box 171	Hasbrouck, Howell, Juno, Mac Vicar, Murchie, Ten Eyck Reports, 1912-1916.
Box 172	Requests for Literature, 1912-1913; Photograph Albums, 1892 and undated.

Abbreviations

e.c.	entire content (of folder)
ESD	executive and selling data
LE	letter of estimate
NYATCC	New York Architectural Terra-Cotta Company

Subject Terms:

National Terra Cotta Society.
Architecture--United States--Designs and plans.
High-rise apartment buildings--New York (State)--New York.
Terra-cotta--New York (State)
Apartment houses--New York (State)--New York.
Architects--New York (State)--New York.
Architecture--New York (State)--New York.
Theaters--New York (State)--New York.
Building materials industry--New York (State)--New York.
Building, Terra-cotta.
Architectural firms.
Hotels--New York (State)--New York.
Industries--New York (State) --Long Island City (New York)
New York (N.Y.)--Pictorial works.
Brooklyn (New York, N.Y.)--Pictorial works.
Trade catalogs.
Drawings.
Photoprints.
Ajello, Gaetan.
Bair, Harry S.
Bickel, Charles.
Blum, Edward.
Blum, George.
Bossom, Alfred C., 1881-1965.
Boyland, John P.
Carpenter, J. E. R. (James Edwin R.), 1867-1932.
Crane, C. Howard.
Fanning, William T.
Haight, Charles Coolidge, 1841-1917.
Hahn, Edward.
Hardenbergh, H. J. (Henry Janeway), 1847-1918.
Gilbert, C. P. H. (Charles Pierrepont H.), 1861-1952.
Gilbert, Cass, 1859-1934.
Gompert, William H., 1875-1946.
Jallade, Louis E. Kahn, Albert, 1869-1942.
Keister, George.
Lamb, Thos. W. (Thomas White), 1871-1942.
Lehman, William E.
Levitan, Benjamin W., 1878-1941.
Lyons, Robert T.
Post, George Browne, 1837-1913.
Morris, Montrose.
Merchant, Alexander.
Meyers, Charles B.
Nirdlinger, M.
Pelham, George F. (George Frederick), 1866-1937.
Pilcher, Lewis F.
Potter, Wilson.
Roth, Emery, 1871-1948.
Rowland, John T., 1872?-1945.
Smith, Morrell.

Snyder, C. B. J., 1860-1945.
Stoddart, W.L.
Taylor, James Knox.
Thomas, Andrew J., 1875?-1965.
Tilton, Edward Lippincot, 1861-1933.
Tooker and Marsh.
Trumbauer, Horace, 1869-1938.
Wenderoth, Oscar.
Wetmore, James A.
Windrim, John T. (John Torrey), 1866-1934.
Zipkes, Maximillian.
Ballinger & Perrot
Buchman & Fox.
Buchman & Kahn.
Carrère & Hastings.
Clinton & Russell.
Delano & Aldrich.
Dennison & Hirons.
D.H. Burnham & Co.
Esenwein & Johnson (Firm).
Fichter & Brooker.
Furness & Evans.
George B. Post & Sons.
Goldner & Goldberg.
Gronenberg and Leuchtag.
Guilbert and Betelle.
H.E. Kennedy Co.
Harpster & Bliss.
Helmle & Corbett.
Holabird & Roche (Chicago, Ill.)
Holmes and Winslow.
Kahn & Wilby.
Kreymborg Architectural Co.
Ludlow & Peabody.
McKenzie, Voorhees & Gmelin.
McKim, Mead & White.
Marshall & Fox.
Maynicke & Franke.
Milburn, Heister & Co.
Mills, Rhines, Bellman and Nordhoff.
Moore & Landsiedel. Mowbray & Uffinger.
Murphy & Olmsted.
Neville & Bagge.
Proudfoot, Bird and Rawson.
Renwick, Aspinwall & Tucker.
Richards, McCarthy & Bulford, architects.
Rouse & Goldstone.
Rutan and Russell.
Sass & Springsteen
Schwartz & Gross.
Shampan & Shampan.
Shattuck and Hussey.

Smith, Hinchman and Grylls.
Sommerfeld & Steckler.
Stanley & Scheibel.
Starrett & Van Vleck.
Stearns & Castor.
Townsend, Steinle and Haskell.
Warren & Wetmore.
Walker and Weeks.
Weber, Werner & Adkins.
Westinghouse Church Kerr & Co.
York & Sawyer.
Zettel & Rapp.
Advanced Terra Cotta Co.
American Terra Cotta Co.
Atlanta Terra Cotta Co.
Atlantic Terra Cotta Co.
Brick Terra Cotta and Tile Co.
Central Terra Cotta Co.
Chesapeake Terra Cotta Co.
Conkling-Armstrong Terra Cotta Co.
Corning Terra Cotta Co.
Dorrence Terra Cotta Co.
Federal Terra Cotta Co.
Gladding McBean Terra Cotta Co.
Indianapolis Terra Cotta Co.
Kansas City Terra Cotta Co.
O.W. Ketcham Terra Cotta Co.
Leeds Fireclay Co.
Maryland Terra Cotta Co.
Midland Terra Cotta Co.
New Jersey Terra Cotta Co.
Raritan Clay
Ruby Faience
South Amboy Terra Cotta Co.
Northwestern Terra Cotta Co.
St. Louis Terra Cotta Co.
Washington Terra Cotta Co.
White Acre of Ohio Terra Cotta Co.
Winkle Terra Cotta Co.
Doulton Terra Cotta Co.

SERIES I: BID FILES

Scope and Content Note

The majority of the collection is comprised of architectural bid documents, each noting the architect, building, and location, as well as estimated costs, sketches, and related correspondence. These bid records provide information for 6,248 separate projects in New York City, the United States, and several foreign countries. These bid documents represent commissions *not* awarded to NYATCC, and do, in some cases, indicate the outcome of the bid. Architects represented include D.H. Burnham & Co.; Cass Gilbert; McKim, Mead & White; George Post; Warren & Wetmore; Schwartz & Gross, and many others.

The information included in the spreadsheet linked below was transcribed from two kinds of documents found in all the bid files: 1) a card labeled "Executive & Selling Data" (a printed card with handwritten information), hereafter referred to as "ESD", and 2) a typed letter of estimate, referred to as "LE". For representative examples, please see Appendices A-D. When data on these two forms conflicted, i.e. the name of the architect was different, other documents in the file were consulted. Some files contain a variety of other documents, including correspondence, and original architectural drawings and reprographic prints.

Series Inventory

An excel spreadsheet contains complete descriptions of the files in this series.

http://www.columbia.edu/cu/lweb/img/assets/8897/NYATCC_bids_index.XLS

Some brief notes on the spreadsheet's field contents:

1. The project or job number noted in this series was assigned by the NYATCC and ranges from 21981 to 29282 and spans the years 1913 to February 1921. As a rule, the earliest date on the record was the one listed in this series. It is not unusual for the documents from one project to reflect a range of dates, as the bids were negotiated over time. These fields are highlighted in red and yellow, respectively, in Appendices A and B.

2. The architect noted is usually the name of an individual architect or firm, although it can also refer to drawings produced in-house by the client, by an engineering department, or by government architects. Where NYATCC is indicated as the architect, the order was probably for stock pieces, i.e. stock trim, chimney caps, etc. This field is highlighted in blue in Appendices A and B.

3. The project field indicates the name of the building, taken from the ESD card. It can reflect a specific building or simply a building type. This field is highlighted in orange in Appendices A and B.

4. The client specifies the individual or firm purchasing the terra cotta for a project. This information is often omitted from the documents. This field is highlighted in purple in Appendix B.

5. The contractor field can reflect a variety of entries: owner, builder, agent or salesman, or construction company, in addition to the contractor. The George A. Fuller Company is one familiar example. Therefore, this field reflects the addressee to whom the contract documents were sent. In this field, "NYATCC Pittsburgh" often appears after 1915, reflecting the establishment of a branch office. It seems that this office acted in an agent capacity, procuring work for NYATCC in the Pennsylvania region.

6. "Address" indicates the street address of the project. Often in the place of an exact address, the intersection, a corner, or even a measurement (e.g. N. side of 86th St., 100' e of Broadway," was given. This field is highlighted in green in Appendix A.

7. The terms "dead" or "abandoned" in this series are ambiguous. Most probably, "dead" meant simply that the company was not likely to be awarded the job, and not that the project was unbuilt. "Abandoned" is even more unclear; the term could mean that the whole project fell through or that NYATCC rejected the job. When a question mark appears in this field, it is transcribed from the ESD card. This field is highlighted in pink in Appendices A, C, and D.

8. The "building type" field contains terms taken from the Getty Art and Architecture Thesaurus and represents a generic category.

9. In the "Notes" field, anything of interest is noted, such as correspondence, sketches, revised bids, letterheads of unusual design, architectural drawings, polychrome finishes, photographs or, in the case of a very costly job, a note for the bid. "Sketches" refers to the estimator's sketches copied from the architect's plans, not those drawn by the architect himself.

SERIES II: OFFICE RECORDS

BOX 154

A-B. 1912-1916.

- 154:1 Agents (Institutions to)
Includes:
Letter from NYATCC to its various agencies (instruction for bid forms and outlines).
- 154:2 Agency Operations Report
Includes:
Reports of call from Francis Hanking & Co. (Montreal) and various correspondence with NYATCC.
Various letters from contractors sending reports to NYATCC regarding possible future work.
Letters from NYATCC to its various agencies and sub-agencies, asking to send them samples.
- 154:3 Agency Reports on Operations
Includes:
Reports on call from Francis Hanking & Co.
Newspaper clippings, photograph of the Vancouver Hotel "as it will appear when rebuilt" and of the Hudson Bay Company's proposed structure in Vancouver.
Various reports from NYATCC agencies (Vancouver, BC; Norfolk, VA; Washington DC).
- 154:4 Alexander, James Construction Co.
(*e.c.*)
NYATCC to James Alexander Construction Co., Memphis, Tenn., re: terra-cotta vases sent via Long Island Railroad.
James Alexander Construction Co. to NYATCC, re: good reception of vases.
- 154:5 American Reporting Co.
Includes:
Various correspondence between American Reporting Co., Hartford, Conn. and NYATCC, reports, subscription orders, with details (letterhead).
Correspondence between Association of Government Contractors, NYATCC, and National Terra Cotta Society, re: Association of Government Contractors offering membership to NYATCC, NYATCC asks advice from the National Terra Cotta Society.
- 154:6 Association of Government Contractors
- 154:7 Atlantic Terra Cotta
Includes:
Atlantic Terra Cotta to Mr. J.J. Carney, send him booklet to him.
NYATCC to Atlantic Terra Cotta, ask to be placed on mailing list.

- 154:8 Australia Tessellated Tile Co.
Includes:
Australia Tessellated Tile Co. to NYATCC, request for catalogue and samples.
NYATCC Factory memorandum "forward to Australia Tessellated Tile Co. one box containing three small samples showing our white matte work."
- 154:9 Automobiles (International Motor Co.)
Includes:
International Motor Co. to Mr. Geer, wants to place a proposition, despite the fact that the writer knows that NYATCC is opposed to the used of motor trucks in terra cotta business.
Answer from NYATCC to International Motor Co., not interested at the moment.
- 154:10 A: Miscellaneous
Includes:
Various letters from the *Architecture and Building News* announcing the publication of the illustrations of the following buildings:
Apartment house at 420 Park Ave., NYC. Warren & Wetmore, architects.
Apartment house at 63rd Street and Park Ave., NYC. Bing & Bing, architects.
McMorrow apartment house at 89 and 99 West End Ave.
South Ferry Office building, NYC. Starrett and VanVleck, architects; Thompson & Starrett, contactors.
Mercantile Building, at 29-33 West 30th St., NYC, owned by the Wallick Construction Co. (enameled brick front).
Buildings built for the YMCA (Young Men's Christian Association) in the United States.
The New Mercantile Building, 37th Street and Fifth Avenue, NYC.
26th Street and Broadway, NYC.
Correspondence between Allman Building Corporation, NY, and NYATCC, re: terra cotta shipping, payment and work.
Various correspondence re: shipping, advertising and financial matters.
- 154:11 Ba-Be
Includes:
Various letters to the Barrett Mfg Co., NYC.
Various letters to the A. Bentley & Sons Co., Toledo, OH.
Letter of recommendation from NYATCC for former employee Richard Baker.
James R. Baker & Co. from Chicago to NYATCC, asking for reference letter for Miss Ce. Rush to be hired in stenography department of NYATCC.
Letter from Loucks & Alexander to NYATCC, attorneys for Anna Yeatna Beach, whose deceased husband owned fifty-one shares of NYATCC stock. Mr. Dalton claims that, for voting purposes, one share doesn't belong to the widow.
Benson, Victor A., NYATCC agent in Detroit until December 1910.
- 154:12 Baltimore and Ohio System
Includes:
Correspondence with NYATCC, re: claim for lost check.

- 154:13 Benson, Victor A.
Includes:
Various letters between Victor A. Benson, agent of NYATCC in Detroit, MI, and NYATCC.
- 154:14 Bishuf & Co.
(*e.c.*)
Bishuf & Co. to NYATCC, re: offer for purchase 200-acre tract of land containing large deposits of terra cotta.
Answer from NYATCC, is testing samples of clay and will contact them later.
- 154:15 Bi-Bri
Includes:
Account of the Director of the Bond and Mortgage Guarantor Co. to the stockholders.
Brick, Terra Cotta and Tile Co. to NYATCC (illustrated letterhead).
Protecting Shippers Against Excessive Rates. O.M. Rogers Co., Chicago.
Brick and Clay Record to NYATCC, re: advertisement in *Clay Products Directory*.
The Bird Archer Co. to NYATCC (letterhead).
Building Data League, Inc. (list of members).
- 154:16 Bray & Luken Supply Co.
Includes:
Agency contract between NYATCC and W. F. Bray of Bray & Luken Supply Co., Buffalo, NY.

BOX 155
B-F. 1914-1917

- 155:1 *Brickbuilder*, an Architectural Monthly (advertising)
Includes:
Proof of *Brickbuilder*, showing building designed by Young & Wagner, architects.
Proof of advertisement with original photos of the Ritz Carlton Hotel in Philadelphia. Warren & Wetmore and Horace A. Trumbauer, architects.
- 155:2 Bru-By
Includes:
Wm. J. Burns International Detective Agency, Inc. to NYATCC, Christmas card.
Letter to the stockholders of the Brunswick Site Co.
Building Trades Index Co., publishers of *Architects and Builders Index*.
The Bulletin, issued monthly by the New York State Industrial Commission.
The Brunswick Site Co. to NYATCC, letter to the stockholders and invitation to meeting.
Handwritten letter from Mrs. La Burde to Mr. Dalton, would be interested in having a family of two in available apartment on first floor.
- 155:3 Brookfield SM Ltd, Builders & Contractors, Halifax, NJ
Includes:
Correspondence between Brookfield SM Ltd. and NYATCC, re: booklet and samples.

- 155:4 B
Includes:
List of expenses for Pittsburgh office (with details).
Correspondence between NYATCC and its agencies.
- 155:5 Bc-D
Includes:
Capitol Hill Monument Co., Manufactures of Cemetery Memorials, Tombs, Vaults, Monuments and Headstones, Des Moines, IA, to NYATCC, wanting to establish terra cotta agency in Iowa (illustrated letterhead).
Answer of NYATCC, not interested at the moment.
Betra A. Duncan to NYATCC, architect Lynn May is entering a competition on two Carnegie libraries and wants to use terra cotta with bricks.
Campfield Raggle Block (advertising).
Didier March Co., manufacturers of refractories, Perth Amboy, NJ, to NYATCC, re: confirming order for tiles placed by NYATCC.
- 155:6 C-D (I)
Includes:
Cantwell & Bohn, Sales Engineers, Fireproof Building products, Richmond VA, to NYATCC, re: agency in Richmond.
Card from Havana, Cuba, to NYATCC, requesting catalogue.
Casper Ranger Construction Co., Holyoke, MA, to NYATCC, asking for price for bid.
Charlottesville Lumber Co. Builders to NYATCC, asking for prices for Greek Corinthian capitals for columns and pilaster in terra cotta limestone color.
Duffield Bros., general contractors and builders to NYATCC, re: price for block for outside wall construction (illustrated letterhead).
S.B. Dobbs, Philadelphia, wants to represents NYATCC in Philadelphia (included, picture of Hotel Traymore in Atlantic City, one terra cotta job he sold) (letterhead).
Doutrich & Co., Men's Wear to NYATCC, wants to duplicate store front on their building (included photo store to be duplicated).
To NYATCC, handwritten letter from Washington, inquiring about job position.
Douglas Milligan Co., Building & Mechanical Specialists, Montreal, to NYATCC, wants to open agency in eastern Canada.
- 155:7 C-D (II)
Includes:
Picture of State Building in Chicago, James A Dibelka, architect.
- 155:8 E-F (I)
Includes:
Enterprises Foundry Co., Auburn, NJ, to NYATCC, re: defective casting.
Card announcing moving of Montague Flagg, from 109 Broad Street to 501 Fifth Ave., NYC.
George A. Fuller Co. to NYATCC, re: Pennsylvania Station terra cotta alterations.
J.J. Fredella, general contractor and builder to NYATCC, asking for price of terra cotta for trims (illustrated letterhead).

BOX 156
C-E-. 1912-1917

- 156:1 E-F (II)
Includes:
Fallows, engineer and architect to NYATCC, preparing plans for church and wants to include cast stone or terra cotta, asks for agent.
Answer of NYATCC, asks for plans to furnish estimate.
Ellis Brothers to NYATCC, re: agency in Havana, Cuba.
Henry Fallows to NYATCC, would like to know if NYATCC manufactures terra cotta products imitating granite, smooth face (handwritten letter.)
Answer of NYATCC, sending him granite samples.
- 156:2 G
Includes:
NYATCC, Pittsburgh agency to NYATCC, re: Hardin County court house (photographs).
Resume by treasurer of certain phases of NYATCC's business during the year ended December 31, 1917.
G.T. Gayton, mason, contractor to NYATCC, will send check for terra cotta job when progress will be seen (mistake was made in the laying out of terra cotta) (handwritten letter).
Didier March Co., contractors, engineers (illustrated letterhead).
- 156:3 C (I)
Includes:
Chamber of Commerce of the Borough of Queens (list of members and application to membership).
- 156:4 C (II)
Includes:
R.H. Casey Inc., builders to NYATCC, re: \$200 check (illustrated letterhead).
- 156:5 Canadian Equipment & Supply Co. (Calgary, Alberta, Canada)
- 156:6 Carnegie Institute of Technology, Pittsburgh, PA
Includes:
Correspondence with NYATCC, re: payment of furniture of terra cotta for addition to the School of Applied Industries.
- 156:7 Catalogue Reports
Includes:
Correspondence between NYATCC and agencies, re: distribution of catalogues.
- 156:8 Miscellaneous
Includes:
Newspaper clipping from the *Morning Oregonian*, Friday, October 4, 1914, showing structure to be built, MacNaughton & Raymond, architects (drawing).
Cherry, P.L. Co., Inc, Building Material, Portland, OR, NYATCC agency.
Newspaper clipping from the *Portland Daily Examiner*, Nov., 11, 1912, re: plans for the new Portland Hotel planned by the late Stanford White.

- 156:9 Cincinnati Clay Products & Supply Co., Cincinnati, OH, NYATCC sub-agency (letterhead)
- 156:10 Commercial Trust Co. (miscellaneous correspondence)
- 156:11 Conkling and Amstrong Terra Cotta Co., manufacturers of architectural terra cotta, Philadelphia, PA.
Includes:
 Conkling and Amstrong Terra Cotta Co. to NYATCC, state that Buzby's clay is now out of the market. Handwritten note at bottom of letter "will be obliged to continue our hunt."
 Conkling and Amstrong Terra Cotta Co. to NYATCC, gives information about Buzby's clay.
- 156:12 Cooper & Lucus, Real Estate Trust Building, Philadelphia (NYATCC representative)
- 156:13 Corn Exchange Bank, Long Island City, NY

BOX 157
C-D. 1913-1916

- 157:1 Crabtree, Walter P., architect, New Britain, CT
Includes:
 Walter P Crabtree to NYATCC, inquiring about school building to be erected at Fairfield, CT.
- 157:2 Cuyahoga Builder's Supply Co., Cleveland, OH. (NYATCC representative).
- 157:3 Cullen, E.G., building materials, Vancouver, B.C., Canada
- 157:4 Curran, Ethel C.
Includes:
 Ethel Curran to NYATCC, offers to send government work reports from the Office of the Supervising Architect, Treasury Department.
- 157:5 D
Includes:
 Mr. Dalton, NYATCC treasurer to New York office, handwritten letters from Hotel Statler, Detroit, requesting wine tracer and mentioning "the building industry is in the first throes of labor troubles brought about by some ex-Chicago labor leaders(...), the unskilled labor situation is bad because of the cold water(...) increase of salary from 30 to 40 cents per hour." (illustrated letterhead).
 Mr. Dalton, NYATCC treasurer to New York office from Hotel Deshler, Columbus, OH, re: settlement of D.W. McGrath account.
 Letter to Mr. Walter Geer from F.W. Drury who brings his attention to the "Boizine" chemical process (included description of process, characteristics, use and cost to manufacture of product).
 The Detroit Brick Sales Co., Detroit, to NYATCC, re: advertising (letterhead).

- Real Estate Co. to NYATCC, offer a factory building for sale, advertising included (Plainfield, NJ, plant of the Manganese Steel Safe Co. "plant suitable for heavy manufacturing").
- F.W. Drury to NYATCC, wants to sell 20 shares of terra cotta company stock from his mother's estate. Ask for certified list of the stockholders of the company to write them individual letters offer this stock for sale.
- Answer from NYATCC to F.W. Drury, send certified list.
- Douglas Robinson, Charles S. Brown Real Estate Co. to NYATCC, sending letter from Walter M. Brodie, looking for a place to make "some experiments in the refining of metals".
- Negative answer from NYATCC.
- Department of the Interior United States Geological Survey, Washington, DC, to NYATCC, asking for information concerning clay and clay products for incorporation in the official report "Mineral Resources of the United States, 1915."
- George E. Crane, assistant treasurer (Mr. Dalton out with grippe) to NYATCC, handwritten letter from Hotel Jefferson, at bottom of page "p.s: For the lord's sake do not forward this letter as it is but have it copied on a company letterhead so that it looks like a bona fide communication from office." (illustrated letterhead).
- Mr. F. M. Drury to Mrs. L.W. Couchman, offers his shares of the NYATCC for sale (\$60 per share).
- Announcement of death of Frederik Warren Dodge from the *Architectural Record* Co.
- Advertisement for public auction sale: 105 Bronx lots (with map).
- 157:6 Bushnell Danforth, Boston, MA (NYATCC representative).
Includes:
 Bushnell Danforth to NYATCC, re: stock samples to be packed.
 Bushnell Danforth to NYATCC, asks if he is authorized to follow up all work in Maine and Providence, etc. and asks for paid expenses of business trips.
 Negative answer from NYATCC.
 Tracy Brother Co., building contractors and lumbers dealers to NYATCC, asking for price for terra cotta trim (illustrated letterhead).
 Bushnell Danforth to NYATCC, re: inducing architects to use terra cotta: builders do not want to use terra cotta because they are always delayed, artificial stone is preferred because it is cheaper.
 Bushnell Danforth to NYATCC, reports on various trips.
- 157:7 Dinnen N.J., & Co., Canada (NYATCC representative)
Includes:
 N.J. Dinnen & Co. Ltd. to NYATCC, announces the construction of a "fine theater building" with terra-cotta facade, deploras poor business in Canada due to the war and closing down of loans.
 N.J. Dinnen & Co. to NYATCC, terra cotta work for Royal Bank of Canada was given to Atlantic Terra Cotta Co., "our prices being excessive."
 Agreement contract between NYATCC and N.J. Dinnen & Co., Manitoba, Canada, January 1913 (Description of territory covered).

BOX 158
E-H. 1912-1916

- 158:1 Efficiency Folder
(*e.c.*)
C.S. Week, Mechanical Engineering, to NYATCC, offer machinery for sale.
- 158:2 Eastern Concrete Steel Co., General Contractors, Buffalo, NY
(*e.c.*)
Eastern Concrete Steel Co. to NYATCC, re: full-page advertisement in *Buffalo Sunday Times*, in which will appear buildings that contractors constructed and on which NYATCC worked. Ask NYATCC to share expenses of advertisement.
- 158:3 Equitable Life Insurance Co. Building
Includes:
Edgar E. Wertheimer, Building Material, Pittsburgh, PA, to NYATCC, announces that contracts about Sub Equitable Life are about to be signed and that Atlantic Terra Cotta Co. is not to receive the job.
Reply from NYATCC, thanking them for information.
- 158:4 F (I)
Includes:
Fiske & Co., Inc. to NYATCC, ask for catalogue and information about "Fisklock Tapestry Brick as advertised in the *Brickbuilder*."
Thomas McMorrow to NYATCC, wants to order three terra cotta flower boxes for 590 West End Ave., NYC.
Answer from NYATCC, sends Thomas McMorrow photograph of "the only flower box for which NYATCC has a stock mold on hand." (photo included).
The Ferro Concrete Construction Co., Cincinnati, OH, to NYATCC, proposition on terra cotta for the Browning King Building. (letterhead with logo).
Edison Electric Illumination Co. of Brooklyn to NYATCC, calls to join the "Committee of the Merchants Association of New York."
Thomas A Foster to Mr. Dalton, handwritten letter, looks for new position because of bad health, "doctor suggested a change to work not so confining."
Answer from Mr. Dalton, no opening at present time but offers his name as reference.
Federal Trade Commission. "Helpful activities to Strengthen American Business" brochure, and "Report on Industries" questionnaire.
Avey & Irish, Agents from Fisher, Riehl & Co., Pittsburgh, PA, to NYATCC, asking for past due rent (illustrated letterhead).
- 158:5 F (II)
Includes:
Frank G. Riehl & Co. to NYATCC, handwritten letter, looking for position at NYATCC (clipping from *Engineering Magazine* included).
Answer from NYATCC, no opening.
Newspaper clipping: Hotel Arlington, Washington DC.
Various correspondence between NYATCC and its agent, the Ferro Concrete, Construction Co., Cincinnati, OH.

- 158:6 Farber & Nurick, arch. & engineers, Brooklyn, NY
(*e.c.*)
Farber & Nurick to NYATCC, consider using terra cotta for erection of Hebrew synagogues and needs information.
- 159:7 (Bid)figures
- 158:8 First National Bank, Hoosick Falls, NY
Includes:
Various correspondence between First National Bank and NYATCC, financial matters, NYATCC ask for loan.
Negative answer from First National Bank.
- 158:9 George A. Fuller Co., Building Construction, Cleveland, OH (NYATCC agent)
- 158:10 Ga-Gl
Includes:
NYATCC offers for sale 6% collateral gold coupons notes.
List of NYATCC stockholders.
- 158:11 Gatog, Ellis D.
(*e.c.*)
NYATCC to Mr. Ellis D. Gatog, sends letter of introduction to Mr. A.V. Chitt from Detroit to inquire for terra cotta work for future.
- 158:12 January 1916-General Cases
(*e.c.*)
Samuel B. Orth, Pittsburgh, PA, NYATCC agent, extends thanks for invitation at the annual diner of the company at the McAlpin Hotel and hopes to be able to attend.
Answer from NYATCC, advises Samuel B. Orth to come in the morning, will pay expenses to New York to attend dinner.
Samuel B. Orth, Pittsburgh, PA, to NYATCC, asks for envelopes printed with corrected address.
- 158:13 Gr-Gu
Includes:
A.D. Anstev, from Graham, Burnham & Co., architects to NYATCC, asks for reference to become registered architect.
The Robert Graves Co., manufacturers of Fine Wall Papers, NY, to NYATCC, re: the Saranac Construction Co. (illustrated letterhead).
- 158:14 Ha
Includes:
Correspondence between Hartwell, Lester & Clitter and NYATCC, re: bill covering damage.
J. Julian Hall, real estate agent, to NYATCC, offers for sale clay plant on the Raritan River.
The Hartford Steam Boiler Inspection and Insurance Co. to NYATCC, re: report of factory inspection (illustrated letterhead).
C.F. Hansberger, Real Estate and Loans, Columbus, OH, to NYATCC, very pleased with appearance of terra cotta.

- 158:15 He-Ho
Includes:
Department of Health, NY to NYATCC, re: violation of the sanitary code.
Miss Hilda Harrison to Mr. Dalton, handwritten letter, thanks Mr. Dalton for storing her father's material.
- 158:16 Ho-Hy
Includes:
Hygeia Water Products to NYATCC (illustrated letterhead).
- 158:17 Hohnstedt Herman, Pittsburgh, PA. (Samuel B. Orth office)
Includes:
Samuel B. Orth to NYATCC, asks for stationery with plain letterhead.
Negative answer from NYATCC who "never furnishes company letterheads for the use of any of its agents."

BOX 159
I-M. 1913-1916

- 159:1 I
Includes:
Michigan Industrial Accident Board, rules of procedure.
Income Tax Form, 1915.
- 159:2 Illinois Glass Co., Alton, IL
(*e.c.*)
Illinois Glass Co. to NYATCC, prepare plan for a two story office building and need information about terra cotta (illustrated letterhead).
Answer from NYATCC, forwarding a booklet.
- 159:3 Jones Building Co., Dallas, TX
(*e.c.*)
NYATCC to Jones Building Co., wanting to submit terra cotta for passenger station at Houston.
- 159:4 J
Includes:
Correspondence between NYATCC and the Jardin Co., Inc., Contractors and Engineers, re: alleged bankruptcy.
- 159:5 K
Includes:
Paper of Mr. William B. King. Association of Government Contractors on: "Is Equal Justice Possible in Government Contracts? Nature of a Contract."
J.B. King & Co. to NYATCC, ask NYATCC to settle statement past due.
Kalt Lumber Co., Hardwoods, Pine and Buildings Lumber to NYATCC, ask payment of its account for the last six months.

- 159:6 Kaufman, S.F., & Co., Manufacturers Agents, Chicago, IL.
Includes:
Kaufman & Co. to NYATCC, all work should be followed up in Michigan and Wisconsin, since there are only three or four operations in Chicago.
Westlake Construction Co. to NYATCC, needs a bid from NYATCC for the central station to be erected in Memphis, TN, by D.H. Burnham & Co.
Contract agency between NYATCC and Kaufman & Co. for the states of Wisconsin, Minnesota, Illinois, Indiana and Michigan.
Letter and newspaper clippings dated December 21, 1912, showing the formation of a new terra cotta company.
Kaufman & Co. to NYATCC, stating that "at the present time Indiana lime stone is being bought in this territory for less than terra cotta." (prices included).
US Metal Products Co., Steel and Bronze Doors and Windows to NYATCC, asks NYATCC, Mr. Hale asking that Mr. Kaufman be considered for position in Chicago.
- 159:7 La-Le
Includes:
Correspondence between NYATCC and Fred T. Ley & Co., Inc., Springfield, MA, re: insurance.
- 159:8 Letters of board of directors
Includes:
Re: invitation to quarterly meeting.
- 159:9 Li-Ly
Includes:
The Long Island Railroad Co., Philadelphia, re: freight, bills and shipping.
NYATCC to City of New York, Bureau of License, Division of Boiler Inspection, would like to see employee fireman to obtain license to work as third grade engineer, needs to be given an oral examination with presence of interpreter since he speaks little English and writes none.
Drawing of pieces of terra cotta (chimney).
Libman Contracting Co. to NYATCC, re: PS #178 in Brooklyn, drastic steps must be taken in order to obtain final payment, has a plan in mind (illustrated letterhead).
- 159:10 Liberty National Bank
Includes:
Liberty National Bank of New York (1891-1915), booklet with list of beneficiaries and invitation to inspect new offices.
- 159:11 Maps
Includes:
New York City and Vicinity.
Rand McNally & Co. Commercial Atlas of America.
- 159:12 Mackenzie Clinton, architect
(e.c.)
Mackenzie to NYATCC, inquiring if NYATCC still manufactures type of floor tiles for a residence in Huntington, NY.

- 159:13 Mac Vicar, H.W., Huntington, NY
Includes:
H.W. Mac Vicar to NYATCC, handwritten letter from Hotel Walton, Hotel Philadelphia, various reports.
- 159:14 Maryland Casualty Co., Baltimore, MD
(e.c.)
Maryland Casualty Co. to NYATCC, re: insurance (illustrated letterhead).
- 159:15 McDonald, Donald, Louisville, KY, architectural engineers, contractors
Includes:
NYATCC to McDonald, asking to be kept informed.

BOX 160
M-P. 1914-1916

- 160:1 McGonigle, Charles, Portland, OR
- 160:2 McKee & Co., builders specialties, Tampa, FL
Includes:
McKee & Co. to NYATCC, wishes to represent NYATCC in Florida
Answer from NYATCC, Roper & Strauss Co. of Atlanta, already have agency for this territory but is still interested by offer.
- 160:3 Me-Mi (II)
Includes:
The Merchants Association of New York. "To Protect New York Water Supply."
Greetings from Midland Terra Cotta Co.
Advertising for the *American School Building Standards*.
- 160:4 Me-Mi (I)
Includes:
The Merchants Association of New York (advertising).
- 160:5 Moehren, Geo. M.
(e.c.)
Geo. M. Moehren from Chicago to Mr. Geer, thanks him for keeping him informed if job opening (handwritten letter).
- 160:6 Mo-My
Includes:
Proof for the Moedy Manual Co.
The Mosaic Tile Co., ceramic roman, Zanesville, OH, to NYATCC, re: bill past due to be paid (letterhead).
Municipal Service Commission to NYATCC, inquiring about candidate for fireman who used to be a finisher at NYATCC.
- 160:7 Douglas Mulligan, Ltd, Building and Mechanical Specialties, Montreal, Canada
Includes:
Douglas Mulligan, Ltd. to NYATCC, willing to represent NYATCC in the provinces of Ontario, Quebec, and Nova Scotia, Canada.

- Answer from NYATCC, territory mentioned already covered by an agent whose contract expires soon. Is still interested by offer.
- 160:8 P
Includes:
Geo. B. Post & Sons, architects to NYATCC, introducing to NYATCC the representative of the architectural catalogue.
Proof to *Poor's Manual of Industrials*.
U.H. Primm, Kansas City, to NYATCC, offering NYATCC to rent a block of ground that he leased to the National Terra-Cotta (Society?).
Plaza Press, NYC, to NYATCC, asking for check for the April and May accounts since paper market is in very bad condition.
- 160:9 Product Sales Co.
Includes:
Products Sales Co. (Baltimore, MD).
Product Sales Co., English and Domestic Clays and Minerals, Baltimore, MD, to NYATCC, inquiring for some large jardinières or tree tubs, for outdoor use.
Answer from NYATCC, don't carry those products but will submit estimate on special sketch.
- 160:10 N
Includes:
Notice from NYATCC, announcing increase of wage "by an amount equivalent to one half of the reduction made in September, 1914 (with details).
Financial statement 1916, National Terra Cotta Society, Invoice Income and Expenditure.
New Jersey Chapter of the American Institute of Architects to NYATCC, sending its *New Jersey State Journal of Architecture* (illustrated letterhead).
New Jersey Chapter of the American Institute of Architects.
Correspondence between NYATCC and National Terra Cotta Society, re: advertising.
New York Telephone Co. to its subscribers.
National Exposition of Chemical Industries to NYATCC, offering space for sale for exhibit for the week of September 20th, 1915.
National Terra Cotta Society to its members, announcing resignation of Assistant Secretary who accepted a position with the Northwestern Terra Cotta Co.
- 160:11 National Fire Proofing Co.
(*e.c.*)
NYATCC to the National Fire Proofing Co., refers to Mr. Freeman who needs information about cost of terra cotta hollow tiles.
Answer from the National Fire Proofing Co., thanking NYATCC for referring him to them.
- 160:12 Nichols & Nichols Ind., Bloomingdale, IN
(*e.c.*)
Nichols & Nichols to NYATCC, needs panel of Indian head or statue of Indian warrior for Hall building for "Tribe of Improved order of Red Men."
Answer from NYATCC, nothing in stock, but could furnish estimate with sketch.

- 160:13 O
Includes:
Correspondence with the Ohio New Bureau Co., Cleveland OH (re: advertising).
Handwritten report from Samuel B. Orth.
Prof. Edward Orton, Jr., E.M, Manufacturer of Standard Pyrometric Cones,
Columbus OH, asking for payment of \$39.50 for 1000 cones.
- 160:14 Operations Figures
Includes:
Samuel B. Orth to NYATCC, about his secretary, Miss Casey, who is asking for a raise.
Answer from NYATCC, agrees to give her a \$5 raise a month as promised by Mr. Dalton.
- 160:15 Orth, S.B.
- 160:16 Paterno Bros Inc., Builders and General Contractors, NYC
(*e.c.*)
Paterno Bros Inc. to NYATCC, re: meeting with Joseph Paterno.
- 160:17 Public Ledger
(*e.c.*)
Two receipts
- 160:18 Prospective work
Includes:
Prospective work on paper from the Baltimore Hotel, Kansas City, MO
(illustrated letterhead).

BOX 161
Q-S. 1911-1916

- 161:1 Queens County Trust Co.
Includes:
Correspondence between NYATCC and Queens County Trust Co., re: various financial matters.
- 161:2 R-Ro
Includes:
Common Pleas Court, Hardin County, OH, to NYATCC (illustrated letterhead).
The Reaugh Construction Co. building construction (illustrated letterhead).
Record & Guide to NYATCC re: advertising.
- 161:3 Ro-Rv
Includes:
Roger & Strauss Co., clay products and other fire proof building materials to NYATCC, wonders why all previous letters about advanced commission account have been ignored.
Answer from NYATCC, does not understand these continued remittances since closings have been so small in their territory.

- Andrew J. Robinson Co., to NYATCC, "requisition on the Sailors Snug Harbor Work, 8th Street and University Place will be in hands soon."
 Correspondence between Ryan & Thompson, attorneys and counselors to NYATCC, re: account of the Steininger Taylor Co.
 The Municipal Service Commission to NYATCC, inquiring about Alfred Harvey Eccles, candidate for Engineer, Inspector Architect at the Building Department, employed as a draftsman at NYATCC.
- 161:4 Ragland & Hofferberth
(e.c.)
 Ragland & Hofferberth to NYATCC, asking for copy of drawings of Bainbridge, WA, School Building, Richmond, VA.
- 161:5 Record and Guide Co.
(e.c.)
 Record and Guide Co. to NYATCC, asking for short statement regarding price situation of architectural terra cotta.
- 161:6 References (for employment)
Includes:
 Mr. F.O. Wank to NYATCC, requesting letter of recommendation.
 Municipal Civil Service, asking for references about one NYATCC ex- employee.
 Loose Writes Biscuit Co. to NYATCC, requesting reference letter.
 George A. Fuller Co., letter of appreciation.
 Edward Orton from Ohio State University to NYATCC, introduction to Mr. Y. Kitamura, chief of the Ceramic Division of the Government Industrial Laboratory at Tokyo, Japan, would like to see a first-class gypsum plan.
- 161:7 Richardson, A.E.
Includes:
 A.E. Richardson from Washington, DC to NYATCC, encloses photo of terra cotta work, light cream color, matte glazed, 500 square feet for sale.
- 161:8 Roper & Strauss Co.
Includes:
 Correspondence between Roger & Strauss, clay products and other fireproof building materials and NYATCC, re: commission check, late payments, etc.
- 161:9 Sa-Sc
- 161:10 Samples
- 161:11 Sempier, John D.
- 161:12 Signs on building
- 161:13 South Amboy Terra Cotta Co.
(e.c.)
 South Amboy Terra Cotta Co. to NYATCC, asking which tooling was used on the Staff Building, Kings County Hospital, since they are doing the Psychopathic Ward and wish to use the same.
 Answer from NYATCC, tooling for terra cotta is 8 cuts to the inch.

- 161:14 Southern Building Material, Norfolk, VA
(*e.c.*)
Southern Building Material to NYATCC, asking for bid for the Clark apartment in Norfolk and sample.
Southern Building Material to NYATCC, asking why NYATCC returned set of plans.
NYATCC to Southern Building Material, does not consider a good policy to sell terra cotta through contractor having other connections (Southern Building Materials is holding an agency agreement with the Brick, Tile and Terra Cotta Co., NY).
Handwritten description of terra cotta work of Mr. Clark's apartment house (with details).

BOX 162
S-T. 1912-1916

- 162:1 Specification Data, Ltd, Toronto, Ont., Canada
Includes:
Specification Data, Ltd. to NYATCC, needing information about architectural terra cotta ornaments.
Answer from NYATCC, advising agents in Winnipeg to contact them.
- 162:2 Standard Construction
- 162:3 Stock Work (photographs of vases...)
Includes:
James Foster to NYATCC, asking how he can cover with terra cotta the brick of the James Foster House of Arts, Ann Arbor, MI (two photographs included) handwritten letter.
Photographs of garden vases.
Photographs of terra cotta pieces (keystones).
Blueprints of window details.
- 162:4 Stoddardt, W.L.
(*e.c.*)
W. L. Stoddard to NYATCC, asking for price of matte glaze finish.
- 162:5 Se-Sm- Miscellaneous Correspondence
- 162:6 Silverman Brothers, Moving Picture, Machines and Accessories.
Includes:
Silverman Brothers to NYATCC, from Hotel Adelphia, Philadelphia, re: sketches for theater front, Strad Theater, Altoona, PA (illustrated letterhead).
The Shubert Building Corporation, Denver, CO, to its bondholders to NYATCC, re: meeting of bondholders (illustrated letterhead).
- 162:7 Slawson & Hobbs, Real Estate and Insurance, NYC
(*e.c.*)
Slawson & Hobbs to NYATCC, various letters (illustrated letterhead).

- 162:8 Stapleton, National Bank.
Includes:
Stapleton, National Bank and NYATCC, various letters.
Southern Architecture and Building News, Atlanta, GA (letterhead), re: advertising.
Specification Data, limited to NYATCC (letterhead).
- 162:9 Sti-Sy
Includes:
Elevation and section of detail of architectural terra cotta, the Ritz Carlton Hotel, NYC, Warren & Wetmore, architects.
Sweet's Catalogue, re: advertising.
Saint Louis Sales Co. to NYATCC, asking for payment overdue and answer to various letters.
- 162:10 T (I)
Includes:
Invitation to annual meeting of the stockholders.
Tower Manufacturing & Noelley Co.
Report of the Trustees of the Title Guarantee & Trust Co. to the stockholders, Jan. 18, 1916.
- 162:11 T (II)
Includes:
Townsend and Dix, Accountants, Auditors & Systematizers and NYATCC, various letters.
- 162:12 Thompson-Starrett Co., Building Construction, NYC
Includes:
Thompson-Starrett Co. to NYATCC, sending three copies of contract covering the architectural terra cotta that need to be signed.
- 162:13 Tuscany Art Co. / Modern Art Co., Philadelphia, PA
Includes:
Fragment of handwritten letter from Trenton NJ, to NYATCC, re: writer did not agree to buy holy statues from NYATCC agent for resale, but two boxes were sent to him anyway and he is returning them.
Mantel & Tiles, Philadelphia, to NYATCC, re: payment received (illustrated letterhead).
Mr. Pellegina to NYATCC, handwritten letter, asking for a "plain small plaques and a tobacco jar."
Fragments from the Lyon's credit report.
Geo. Borgfeld & Co. to NYATCC, items shipped received damaged, due to poor packing.
The Lyon Furniture Agency, Law and Collection Department, Philadelphia, to NYATCC, re: claim of \$22.75 and \$2.50 attorney fee (illustrated letterhead).
Edwin A. Smith & Son, Philadelphia (Lime, Plaster, Cement, Hair, etc...) to NYATCC, re: invoices.

BOX 163
T-W. 1913-1917

- 163:1 Terra Cotta, Inc.
Includes:
To NYATCC, handwritten letter, asking for cost of ten-room room house with terra cotta hollow tile as compared with cost of frame construction.
Answer of NYATCC, does not manufacture structural terra cotta.
- 163:2 Tile
Includes:
Fred K.J. Maywald to NYATCC, handwritten letter, consulting chemist, inquiring whether he can get NYATCC to fire samples of refractories.
Positive answer from NYATCC, fee is 25 cents a piece.
Henry Maurer & Sons, manufacturers of "Herculean Terra Cotta Flat Arch," thanks NYATCC for referring them to H. W. Matthew regarding hollow tiles (illustrated letterhead).
- 163:3 Tracery Bros Co.
(e.c.)
Tracery Bros. Co. to NYATCC, needing information on terra cotta for residence (illustrated letterhead).
NYATCC to US Metal Products Co., NYATCC is not ready to take action upon establishing an agency for their company in Chicago.
- 163:4 U
Includes:
United States Trust Co., New York.
- 163:5 United States Metal Products Co., Architects and Builders.
- 163:6 V
Includes:
MD Valentine & Bro. Co., 10 Fire Brick and Furnace Blocks, Woodbridge, NJ, to NYATCC, various letters.
F.C. Viets to NYATCC, commercial photographer, Youngstown, OH, wondering if they want have some pictures taken of their work on the Western Reserve Bank at Warren, OH.
- 163:7 Van Auken, Manufacturers, Sale Agents, Washington DC
- 163:8 W-We
Includes:
Western Union Telegraph Co. to NYATCC, sending collect card to send collect messages from any Western Union office.
Card announcing incorporation under the name Warren, Moore & Co.
- 163:9 Wh-Wz
Includes:
John C. Wiarda & Co., Chemical to NYATCC, returning check with wrong amount (illustrated letterhead).

- 163:10 Walsh J. C., & Co., architects, Baltimore, MD
(*e.c.*)
Postcard from Walsh J. C. & Co., requesting samples of terra cotta.
- 163:11 Watters, Ed., & Co.
(*e.c.*)
Watters to NYATCC, bidding on the tuberculosis building at the Springfield State Hospital, Sykesville, MD, needing estimate for terra cotta required.
Answer from NYATCC, need set of plans and specifications.
- 163:12 Weber, Werner & Adtkins, architects, Cincinnati, OH
- 163:13 Western Building Supply Co., dealers in building materials, Houston, TX
Includes:
NYATCC and Western Building Supply (NYATCC agents), various correspondence.
"Proposed home for the State Bank and Trust Co." *San Antonio Express*, Sunday, August 3, 1913.
- 163:14 Wertheimer, Edgar E., Pittsburgh, PA (I)
Includes:
Edgar E. Wertheimer (NYATCC's agent) to NYATCC, various letters.
Memorandum of contract between NYATCC and Stone & Webster Engineering Co. (with details of price and work).
Louis L. Tribus from Tribes & Masse, Engineers, stockholder, asking for copy of the financial report for 1915, asking for clear explanation of apparent discrepancy between reports for 1913 and 1914.
- 163:15 Wertheimer, Edgar E., Pittsburgh, PA (II)
Includes:
Edgar E. Wertheimer (NYATCC's agent) to NYATCC, various letters.

BOX 164

Miscellaneous Correspondence. 1914-1917

- 164:1 Miscellaneous correspondence
Includes:
NYATCC to Hallowell and Henry, sending the fifty shares of the City & Suburban Homes Co. stocks.
Hartar & Hodge, Materials Supplier to NYATCC (letterhead).
The Gaddis Harrison Brick Co., clay products, to NYATCC, looking for sale representative for Dayton, Ohio (letterhead with logo).
Gerald V. Grace, House Furnishing Goods, Hardware, to NYATCC, requesting catalogue (illustrated letterhead).
The C. W. Raymond Co., Clay Working Machinery, Dayton, OH, to NYATCC (illustrated letterhead).
The Queisser Bliss Co., Bricks & Builder's Specialties, Cleveland, OH, representing Northwestern Terra Cotta, re: because of strike, offering that NYATCC takes over certain work closed for the Northwestern Co.
The Underwood Typewriter Co., re: expiration of guarantee for repair (illustrated letterhead).

- Agent to NYATCC, relates trip to the property of the Central Brick Co. to arrange for the digging of their yellow clay (with details).
 Letter from a client to NYATCC, re: sample of oak leaf frieze received broken.
 Frank N. Goble, engineer, general contractor, requesting a section of chimney top.
 J. B. Juno, Pittsburgh Manager, giving information about prospective terra cotta job (manuscript post scriptum: "This will be a million dollar job").
 Central Brick Co., relating clay digging expedition with details.
- 164:2 Miscellaneous correspondence
Includes:
 Maurice O'Meara Co., Manufacturers of Papers and Dealers in Mill Supplies, New York, to NYATCC, sending price for brick wrapper and sample (letterhead).
- 164:3 Miscellaneous correspondence
Includes:
 Cumming Trust Building, New Bedford, Mass., question about flashing pulling out of a neglect (bad jointing), problem of setting of terra cotta.
 Handwritten letter, sculptor, molder, looking for a job.
 H. C. Perrine & Son, miners and shippers of all kind of clays, South Amboy, NY, advises that Mr. Ortman and Mr. Hills defer their visit of South Amboy until following week.
- 164:4 Miscellaneous correspondence
Includes:
 "Specification on Data Models for Architectural Terra Cotta", suggested by National Terra Cotta Society.
 Slawson and Hobbs, Real Estate & Insurance to NYATCC, enclosing description of the Cathedral park property (illustrated letterhead).
 Floor plan of the Amherst-Cortland Apartments, NYC, Schwartz & Gross, architects.
 E.E. Wertheimer (Pittsburgh agency) to NYATCC, letter forms for different cases (work procedure).
- 164:5 Miscellaneous correspondence
Includes:
 The General Engineering Co., Akron, Ohio, re: plans for terra cotta trimming for the Roseline Apts., Balch and Crosby Street, OH (drawings included).
- 164:6 Miscellaneous items
Includes:
 Acknowledgments.
 Various letters.
- 164:7 Fragments
Includes:
 James Alex Construction Co., general contractors, requesting estimate for terra cotta work for 13-story addition to the Fleming Building at Des Moines, IA, Graham, Burnham & Co., architects. (letterhead).

- 164:8 Miscellaneous correspondence
Includes:
Handwritten letter from C. Gust. Hammerstrom looking for job, including salary required.
- 164:9 S correspondents, misc.
Includes:
John Calvin Stevens, FAIA, and John Howard Stevens, arch, re: terra cotta samples received do not match with stonework.
NYATCC to John Calvin Stevens, sending more samples.
- 164:10 Miscellaneous items
Includes:
Tile Guarantee & Trust Co. (brochure).
Southern Steel Products Co., Inc., re: agency in Richmond, VA.
Springfield Insurance Co. (letterhead).
NYATCC to William Steele & Sons, re: factory and warehouse for Campbell Soup Co., Camden, NJ.
- 164:11 Miscellaneous correspondence
Includes:
Campfield Raggle Block Co. to NYATCC, proposal to manufacture a new patented sectional window sill of burned clay (colored brochure included).
Edgar J. Banks, author of *The Bible and the Spade*, explorer and Orientalist, field director of the recent expedition to Babylon with the University of Chicago is selling to NYATCC Babylonian clay tablets from 2400 to 500 BC (\$10 each).
Negative answer from NYATCC.
Cooper & Lucus to NYATCC, suggesting establishment of agency in Philadelphia.
Negative answer from NYATCC.
Burton S. Clark, architect, Hartford, CT, to NYATCC, will not use terra cotta trim but imitation stone which is less expensive.
Chesapeake Terra Cotta Co., Baltimore MD, to NYATCC.
Crossman Co., miners of all grade fire, clay and sand.
Columbia University to NYATCC, Department of Chemistry, requesting that students may be able to visit the NYATCC site in Long Island City.
Positive answer from NYATCC.

BOX 165
Miscellaneous Correspondence. 1915-1917;
New York Office. 1913-1917

- 165:1 Miscellaneous correspondence
Includes:
The Reaugh Construction Co. Building Construction (illustrated letterhead).
Andrew J. Robinson Co., Builders, re: 8th Street and Washington Mews, NYC.
Richard Freres, Manufacturers Agents and Dealers in Building Supplies, Quebec, propose to use terra cotta for interior purpose.

- 165:2 Miscellaneous correspondence
Includes:
New York Fire-Proof Wood Co.
William Hamlyn & Sons, general contractors and mill builders, Providence, RI (illustrated letterhead).
Hamilton & Chambers, Havana, Cuba.
Athazen: willing to represent NYATCC in Cincinnati and vicinity.
Negative answer from NYATCC.
- 165:3 New York Offices (I)
Includes:
Architects Samples Co. (letterhead with logo), request for catalogue.
Harry A. Wood, general contractor, builder and architect, will participate in a competition for a four-story apartment, request for catalogue.
J. Henry Steinhart from Havana, Cuba, designs reinforced concrete structures, asking to use terra cotta designs for exteriors and interior veneers and decoration and requests a catalogue.
Announcement of the partnership of William L. Althouse and Herbert S. Jones under the name of Althouse & Jones, Mansfield, OH.
Fritz Apelberg from Sweden requesting a catalogue, willing to develop import business in terra cotta material in Sweden.
Answer from NYATCC who is inquiring about the possibility to develop a demand for terra cotta in Stockholm.
John D. Collins, Mason and Builder, requesting catalogue and wind guards.
Response from NYATCC, does not manufacture any.
- 165:4 New York Offices (II)
Includes:
The Potters Lumber Co., general contractors, East Liverpool, OH, asking for estimate of terra cotta work (letterhead).
The Edward Manufacturing Co., requesting catalogue (illustrated letterhead).
Postcard from Amsterdam, requesting catalogue.
Francis H. Packer, sculptor, modeling an equestrian statue and needs to order clay from NYATCC.
Answer from NYATCC with prices.
Geo. L. Mesker & Co., request for catalogue (illustrated letterhead).
Postcard showing the Industrial Trust Co. Building, Providence, RI, Stone Carpenter and Sheldon, architects.
C.L. Ambrosius, willing to represent NYATCC in Philadelphia area.
Answer from NYATCC stating that they will be interested in the future.

BOX 166

Pittsburgh Office. 1915-1917

- 166:1 Pittsburgh Office (1915-1916)
Includes:
Letter from M. Cleveland to NYATCC, express dissatisfaction regarding a piece of terra cotta.
The Pittsburgh office to NYATCC, suggests that the flower box was not to be charged to Mr. Cleveland for whom a previous terra cotta work was done.

- 166:2 Pittsburgh Office 1916 #1
Includes:
Various reports from Samuel B. Orth, Pittsburgh manager.
- 166:3 Pittsburgh Office 1916 #2
Includes:
Various reports from Samuel B. Orth, Pittsburgh manager.
- 166:4 Pittsburgh Office 1915 #2
Includes:
Various reports from Samuel B. Orth, Pittsburgh manager.
Samuel B. Orth to NYATCC, re: advertisement and publication of photo of the Liberty Theater in *Pittsburgh Dispatch* (photo included).
- 166:5 Pittsburgh Office 1916
Includes:
Various reports from Samuel B. Orth, Pittsburgh manager.
- 166:6 Pittsburgh Office 1916 #2
Includes:
Various reports from Samuel B. Orth, Pittsburgh manager.
Samuel B. Orth to Walter Geer from Pitt Hotel, Pittsburgh, asking for raise of salary.
Answer from NYATCC, will discuss it in person.
- 166:7 Pittsburgh Office 1916
Includes:
Various reports from Samuel B. Orth, Pittsburgh manager.
- 166:8 Pittsburgh Office, January 1916
Includes:
Letter to NYATCC from Prather-Fulton Insurance Agency for terra cotta work on facade with drawing.
Handwritten letter from Samuel B. Orth to New York office with sketches of cornices and columns and notes on trace, re: securing an important contract against stone.
- 166:9 Pittsburgh Office, February 1916.
Includes:
Letter from NYATCC to Samuel B. Orth, advised not to give estimate prices on his own.
Letter from Samuel B. Orth announcing loss of a job, giving lack of advertising in his territory as cause.
Answer from NYATCC, giving lack of good salesmanship as cause.
Features of terra cotta work required for the temple to be build in Toledo, OH, Ottenheimer, Stern & Richard, architects.
- 166:10 Pittsburgh Office, March 1916
Includes:
Letter from Samuel B. Orth to NYATCC, ask NYATCC to give a definite answer to Mr. Tollen regarding the direction of a Detroit agency. (Letterhead from Hotel Statler, Cleveland, OH).

Answer of NYATCC. agrees with Orth and will send letter to Tollen.
Sketches on trace; Marion Berk building, Bohlen & Sons, architects.
Letter from Samuel B. Orth, announcing that he had arranged with Mr. Totton of the Detroit Brick Sale to create an agency in Detroit and adjacent places in Michigan.
Answer from NYATCC asking for more information about Mr. Totton's agency and what are the reasons for choosing him over Mr. Deason of the George A. Fuller Co.
Answer from Orth, justifying the choice of Mr. Tollen.

BOX 167
Pittsburgh Office. 1916-1917;
Miscellaneous Documents, 1914-1915

- 167:1 Pittsburgh Office, June 1916
Includes:
Detroit Brick Sales Co. Detroit. Michigan to NYATCC, all jobs have let to lower bidders, except one, "The NYATCC are sure figuring high at present").
- 167:2 Pittsburgh Office, July 1916
Includes:
Letter from Howells Microcosm, relief maps and topographic models, to Samuel Orth stating that no terra cotta work will be done on the Fairmont Hotel at Fairmont, WV, Wilburn & Heister, architects. (illustrated letterhead).
Letter from Orth stating that he was unable to travel to Toledo for business matter because he had no money and could not borrow from anyone.
List of expenses of Samuel B. Orth.
- 167:3 Pittsburgh Office, August 1916
Includes:
Letter from NYATCC to Pittsburgh office deploring that estimators from the Pittsburgh office are taking off work very liberally.
- 167:4 Pittsburgh Office September 1916
- 167:5 Pittsburgh Office, November 1916
- 167:6 Pittsburgh Office,
Includes:
List of expenses for Pittsburgh office.
- 167:7 Pittsburgh Office (payments of)
- 167:8 Pittsburgh Office (sales?)
- 167:9 Pittsburgh Office
Includes:
Letter from NYATCC, re: replacement of old samples with new one burnt at new temperature.
Samuel B. Orth to Geer, asking for money to move his goods and family to Pittsburgh.

- 167:10 Pittsburgh Office, 1917
Includes:
NYATCC to Samuel Orth, deploring that Orth stayed in Philadelphia without warning them.
- 167:11 Pittsburgh Office, 1917
- 167:12 Gold application techniques
Includes:
Rossel Edward Mitchell to NYATCC, re: gold work on terra cotta medallions.
Letter from NYATCC to Rossel Edward Mitchell to NYATCC with details about gold work on terra cotta.
- 167:13 List of architects and contractors (1908-1912)
Includes:
"List of contractors or builders orders closed since January 1st, 1908."
Form letter to contractor out of town operation; architect, city operation; contractor, city operation; architect out of town operation.
- 167:14 National Terra Cotta Society to its members, re: report for "other companies", December 1913.
- 167:15 Specifications for architects, "Terra Cotta As Proposed by the National Terra Cotta Society," booklet.
- 167:16 "The Standard Documents of the AIA," booklet.
- 167:17 Terra Cotta Tombstones
Includes:
Celtic cross headstone and plain ledger stone, elevation and perspective. Ink on linen.
Celtic cross headstones, unidentified location. Silver gelatin photograph.
Progress card.
From Palmer A. Hart Co., mausoleum and monumental work (letterhead).
NYATCC to Palmer A. Hart Co., regarding a name to be given to terra cotta monuments (Tanagra).
- 167:18 Letter from NYATCC to Architects and Contractors (New York and Brooklyn)
- 167:19 National Terra Cotta Society with newspaper clipping concerning terra cotta ornaments on residences in Queens, NY
- 167:20 List of architects closing orders with NYATCC (1908-1912)
- 167:21 List of architects who received catalogues (1912)
- 167:22 List of New Jersey architects
- 167:23 List of Philadelphia architects for whom work was furnished

- 167:24 Pan American States Association, New York, NY, request for catalogues and price lists of terra cotta from Mr. R. Castellanos, Montevideo, Uruguay, SA ("it should be in Spanish").
- 167:25 National Terra Cotta Society
Includes:
 National Terra Cotta Society to NYATCC, sends architectural terra cotta brochures (VI, the School; VII, the Theater) for office use and general information of agencies.

BOX 168

Bowman, Bungart, Gates, Geer, and Geib Reports. 1912-1915

- 168:1 A.C. Bowman reports (1913) I
- 168:2 A.C. Bowman reports (1913) II
- 168:3 P.J. Bungart reports (1914) I
Includes:
 P.J. Bungart to NYATCC, handwritten letter from Boston United States Hotel (letterhead).
 P.J. Bungart to NYATCC, handwritten letter from Clinton Hall Hotel, Springfield, MA (illustrated letterhead).
 P.J. Bungart to NYATCC, handwritten letter from Green Hotel, Danbury, CT. (illustrated letterhead).
 P.J. Bungart to NYATCC, handwritten letter from Essex Hotel, Boston, MA (illustrated letterhead).
 P.J. Bungart to NYATCC, handwritten letter from Taft Hotel, New Haven, CT (illustrated letterhead).
- 168:4 P.J. Bungart reports (1914) II
- 168:5 E.D. Gates reports (1915)
Includes:
 E.D. Gates to NYATCC, handwritten letter from the New Willard Hotel, Washington DC, asking to be better informed by Mr. Dalton.
 C. Howard Crane, architect, to E.D. Gates, re: flower boxes.
- 168:6 W. Geer, Jr. reports (1915)
- 168:7 J.P. Geib reports (1912)
Includes:
 J.P. Geib report, re: Schwartz & Gross, cost of glazed work furnished by the Atlantic Terra Cotta Co. at no additional cost.
 J.P. Geib report, re: Blum & Blum, 98 West End Avenue, asking for a draughtsman who will work in their office to detail terra cotta.
- 168:8 J.P. Geib, fragmented reports (1913) I
- 168:9 J.P. Geib reports (1913) II

BOX 169**Geib Reports, cont. 1913-1915**

- 169:1 J.P. Geib reports (1913) III
- 169:2 J.P. Geib reports (1913) IV
Includes:
J.P. Geib to NYATCC, handwritten letter from the Adolphus Hotel, Dallas, TX (illustrated letterhead), re: contract signed by F.T. Nesbit who agreed to pay final payment 60 days after delivery of terra cotta.
J.P. Geib to NYATCC, handwritten letter from the Sinton Hotel (letterhead).
J.P. Geib to NYATCC, handwritten letter from the Caddo Hotel, Shreveport, LA (letterhead).
- 169:3 J.P. Geib reports (1914) I
- 169:4 J.P. Geib reports (1914) II
- 169:5 J.P. Geib reports (1914) III
- 169:6 J.P. Geib reports (1914) IV
- 169:7 J.P. Geib reports (1915) I
- 169:8 J.P. Geib reports (1915) II

BOX 170**Hankin Reports. 1912-1916.**

- 170:1 Francis Hankin & Co. (Montreal, Toronto, Vancouver) Report, no. 1
Includes:
Letter from NYATCC announcing the opening of the Pittsburgh office and encouraging cooperation between the two offices.
Agency contract between NYATCC and Francis Hankin & Co. on all Canadian territory east of 85 degree longitude west from Greenwich, and the province of British Columbia.
- 170:2 Francis Hankin Report, no. 2
Includes:
Francis Hankin & Co. "Building Specialties," brochure with illustrations.
Letter from Francis Hankin & Co. to NYATCC, deploring high prices of terra cotta that do not enable them to secure operations.
- 170:3 Francis Hankin Report, no. 3
Includes:
From Francis Hankin & Co., re: Theater Toronto, Neville & Bagge. Asking who will handle the job and where (Toronto or New York).
Letter for Francis Hawkins & Co. to NYATCC, stating that conditions have not improved and that no improvement was to be expected during the winter,

encourages NYATCC to secure his business even at a lesser profit since there are no good examples of their work in the area.
Answer from NYATCC, does agree.

170:4 Francis Hankin Report, no. 4

Includes:

NYATCC to Hankin & Co., stating that a Child's Restaurant terra cotta job was placed with the Atlantic Terra Cotta Co.

Hankin & Co. to NYATCC, expressing difficulty in securing a deal because of high prices, ask them to lower their prices.

NYATCC deploras bad Canadian market and think about slightly lowering prices.

Francis Hankin & Co. to NYATCC, very little work coming in Eastern part of Canada but still trying to secure more work.

170:5 Francis Hankin Report, no. 5

Includes:

Francis Hankin & Co. to NYATCC, asking for overdue payment.

170:6 Francis Hankin Report, no. 6

Includes:

Francis Hankin & Co. to NYATCC, asking for more competitive figures (prices included for NYATCC, Atlantic Terra Cotta Co. and Federal Co.

Francis Hankin & Co. to NYATCC, asking for sample of new terra cotta (imitation of granite polished and unpolished).

Francis Hankin & Co. to NYATCC, asking for two prices for terra cotta (regular price and cheaper price (with different jointing or other method).

Francis Hankin & Co. to NYATCC, will get commission for a terra cotta job similar to one previously done, ask if models have already been destroyed, if not they could be reused for new commission.

List of estimates for terra cotta jobs (1912).

BOX 171

Hasbrouck, Howell, Juno, Mac Vicar, Murchie, Ten Eyck Reports. 1912-1916.

171:1 L. Hasbrouck Report, 1914

Includes:

L Hasbrouck report, re: owners of parochial school are opposed to terra cotta but won't use stone because it is twice the price of terra cotta.

171:2 P.W. Howell reports (1914)

171:3 J.B Juno reports (1914) I

Includes:

The Union Terminal Co., blank proposal with terra cotta specifications.

J.B. Juno to NYATCC, re: Masonic Temple, Savannah, GA, description of state of building: terra cotta work is in perfect condition, but columns are in bad shape, due to setting only.

- 171:4 J.B. Juno reports (1914) II
Includes:
J.B. Juno to NYATCC, handwritten letter from Arlington Hotel, Binghamton, NJ, (illustrated letterhead).
J.B. Juno to NYATCC, handwritten letter from Utica Hotel, Utica, NY, (illustrated letterhead).
J.B. Juno to NYATCC, handwritten letter from Iroquois Hotel, Buffalo, NY, (illustrated letterhead).
- 171:5 H.W. Mac Vicar reports (1913) I
Includes:
Mac Vicar to NYATCC, handwritten letter from Hotel Walton, Philadelphia, PA (illustrated letterhead).
- 171:6 H.W. Mac Vicar reports (1913) II
- 171:7 H.F. Murchie reports (1913-1914)
Includes:
H.F. Murchie to NYATCC, regarding conditions existing in the following cities: Scranton ("Building was practically dead in Scranton, especially along lines when Terra Cotta could be used. In towns of the size the people are usually severe critics on any building material except limestone, and because of certain jobs that are very poor, terra cotta does not stand very well"); Wilkes-Barre ("There is considerable terra cotta used in this city, but as a building material limestone prevailed").
- 171:8 R.H. Ten Eyck reports (1913)
Includes:
Edw. A. Lehmen to R. H. Ten Eyck, handwritten letter, re: high prices of chimney pots.
R.H. Ten Eyck to NYATCC, re: owner Goldwin Starrett, very unhappy because of delays in work, asking for rebate.
James G. Doak & Co., building construction to R.H. Ten Eyck, looking for "draftsman and a man with knowledge of the general construction of a modern office."
Answer from R.H. Ten Eyck, recommending A.D. Austey.
- 171:9 R.H. Ten Eyck reports (1915)
Includes:
R.H. Ten Eyck report to NYATCC, handwritten letter from the Blackstone Hotel, Providence, RI (letterhead).
R.H. Ten Eyck report to NYATCC, handwritten letter from the Queen's Hotel (illustrated letterhead).
R.H. Ten Eyck to NYATCC, one prospective client won't use terra cotta but galvanized iron to reduce cost of the building.
R.H. Ten Eyck report to NYATCC, handwritten letter from the Onondaga Hotel, Syracuse, NY (illustrated letterhead).
R.H. Ten Eyck report to NYATCC, handwritten letter from the Ten Eyck, Albany, NY (illustrated letterhead).

BOX 172

Requests for Literature. 1912-1913; Photograph Albums, 1892 and undated.

172:3 Request for literature (1912-1913) I

Includes:

Orange Ice, Light and Water Co., Orange, TX, to NYATCC, requesting catalogue (letterhead).

Canadian General Supply Co. to NYATCC, offering thanks for giving name of agents in Alberta and requesting catalogue (illustrated letterhead).

172:4 Request for literature (1912-1913) II

Includes:

International Correspondence Schools to NYATCC, requesting catalogue (illustrated letterhead).

172:5 Request for literature (1913-1914)

Includes:

NYATCC to J.H. Seeber, re: terra cotta veneer with details.

American Theater, 260 West 42nd Street, Manhattan, New York, 1892. Order no. 2596.

Charles Coolidge Haight, architect. Bound album of albumen photographs of construction and details of terra cotta ornaments. On recto cover "Compliments of N.Y. Architectural Terra Cotta Co."; inscribed on inside title page, "Mr. Colburn / Compliments of James Taylor."

Renaissance Apartments (Brooklyn, N.Y., 1889) and the Imperial Apartments (Brooklyn, N.Y., 1890) Order n. 2456.

Montrose Morris, architect. Bound album of albumen photographs of construction. On recto cover "Compliments of N.Y. Architectural Terra Cotta Co."

APPENDIX A

A

SAMPLE CARDS (Blank Back)
with Data

Estimate No. <u>25232</u>		Executive & Selling Data.		<input checked="" type="checkbox"/> N. Y. A. T. C. CO.	
Date <u>Oct. 16, 1914.</u>				Selling Department.	
Bldg: <u>Jess. Bright Factory</u>		Location: <u>Front St. & Erie Ave, Phila. Pa.</u>		Archit: <u>Watson & Huckel</u>	
Selling Data			Price Data		
Ests. made and mailed, <small>DATE</small> by		Total Job Cost forwarded,		223	
Successful bidder,		Added for Profit <u>10%</u>		22	
Address		Other Items			
Salesman following <u>Mail</u>		" "			
Closed by this Company, <small>DATE</small> at \$		Selling Price,		245	
Closed by <u>Hetcham</u> Company at \$ <u>100.00</u>		Divisions, Separations, Alternates.			
Contracts to be drawn by		Item	Cost	Profit	Total
Remarks on Success or Failure: <u>Profit</u>		A			
		B			
		C			
		D			
Signed: <u>MGA</u>		E			
<small>SALES MANAGER</small>					
Other Prices			Selling Price, as itemized		
A.	G.	Remarks			
F.	K.	<u>S.</u>			
N. J.	N. W.	<u>MGA</u>			
C.					
S. A.		Signed:		President.	

A

SAMPLE CARDS (Blank Back)

without Data

Estimate No.	Job Number	Executive & Selling Data.			N. Y. A. T. C. CO.		
Date	Date				Selling Department.		
Bldg:	Project Field	Location:	Address	Arch:	Architect		
Selling Data				Price Data			
Ests. made and mailed, <small>DATE</small> by				Total Job Cost forwarded,			
Successful bidder,				Added for Profit			
Address				Other Items			
Salesman following				" "			
Closed by this Company, <small>DATE</small> , at \$				Selling Price.			
Closed by Outcome Field Company at \$				Divisions, Separations, Alternates.			
Contracts to be drawn by				Item	Cost	Profit	Total
Remarks on Success or Failure:				A			
				B			
				C			
				D			
				E			
Signed: <small>SALES MANAGER</small>				Selling Price, as itemized			
Other Prices				Remarks			
A.	G.						
F.	K.						
N. J.	N. W.						
C.							
S. A.				Signed: President.			

APPENDIX B

TELEPHONE ASTORIA 700

SAMPLE SHEET (with data)

B

NEW YORK ARCHITECTURAL TERRA-COTTA COMPANY

OFFICE AND WORKS, 401 VERNON AVENUE,
BOROUGH OF QUEENS, NEW YORK CITY.

BRANCH OFFICE
1202 FIRST NATIONAL BANK BUILDING
PITTSBURGH, PA.

ESTIMATE NO. 27073

LONG ISLAND CITY, N. Y. July 29th, 1916

Dear Sir :

We propose to furnish the Selected Color, Standard or Matt Architectural Terra-Cotta for
Apartment
building to be erected for The 940-942 Park Avenue Holding Company
at 81st Street and Park Avenue, New York City,
as per drawings by Messrs. George and Edward Blum, Architect,
for the sum of (See Below) dollars (\$)
the material to be delivered f.o.b. at site.

Standard Finish, - Five Thousand, Nine Hundred and Ninety Dollars, - \$ 5,990.
Matt Glazed Finish, - Six Thousand, Two Hundred and Thirty Dollars, - 6,230.

No anchors or supports of any description are included in above price.
This proposal is good for thirty days from date, and acceptance is subject to a satisfactory form of contract.
The details must conform to the scale drawings on which this proposal is based. No Salt-glaze coping, or flue
linings are included and price named is for normal architectural terra-cotta construction. The time required for
execution of the work will depend upon factory conditions at the time order and drawings are received.
All agreements are contingent upon strikes, accidents, or delays beyond our control.

Yours truly,
NEW YORK ARCHITECTURAL TERRA-COTTA CO.

By: *[Signature]*
VICE-PRESIDENT

B

NEW YORK ARCHITECTURAL TERRA-COTTA COMPANY
OFFICE AND WORKS, 401 VERNON AVENUE,
BOROUGH OF QUEENS, NEW YORK CITY.

BRANCH OFFICE
1202 FIRST NATIONAL BANK BUILDING
PITTSBURGH, PA.

ESTIMATE NO. Job Number LONG ISLAND CITY, N. Y. Date 191

Dear Sir :
We propose to furnish the Type of Terra Cotta Architectural Terra-Cotta for
Project Field
building to be erected for Client
at Client's Address
as per drawings by Architect Architect ,
for the sum of _____
dollars (\$ _____)
the material to be delivered _____

No anchors or supports of any description are included in above price.
This proposal is good for thirty days from date, and acceptance is subject to a satisfactory form of contract.
The details must conform to the scale drawings on which this proposal is based. No Salt-glaze coping, or flue
linings are included and price named is for normal architectural terra-cotta construction. The time required for
execution of the work will depend upon factory conditions at the time order and drawings are received.
All agreements are contingent upon strikes, accidents, or delays beyond our control.

Yours truly,
NEW YORK ARCHITECTURAL TERRA-COTTA CO.

By _____
VICE-PRESIDENT

APPENDIX C

C

ADDITIONAL SAMPLES OF OTHER STYLE CARDS (2 Sides)

with Data

ESTIMATE No. <u>25704</u>		EXECUTIVE AND SALES DEPARTMENT N. Y. A. T. C. CO.		DATE <u>April 13,</u> 191 <u>5</u>							
BLDG. <u>Mucantile Bldg.</u>		LOC. <u>Columbus, Ohio.</u>		ARCHT. <u>L. E. Stanhope</u>							
Estimate Requested	Mailed	Total Cost		FINISH <u>M + S</u>	FINISH						
Contractor		Profit <u>5%</u>		<u>2806</u>							
Address		Other Items		<u>140</u>							
Referred to <u>P.O.</u>		" "									
		Total Estimate Price		<u>2946</u>							
CLOSING DATA			Date	Item	+ or	FINISH Cost	Profit	TOTAL	FINISH Cost	Profit	TOTAL
Closed by <u>Ketcham</u> Co. at \$ <u>?</u>				A							
Remarks:				B							
By: <u>P.O.</u> Date <u>5/11</u> 191 <u>5</u>				C							
Remarks:				D							
Signed <u>[Signature]</u> Vice President				E							
Approved <u>[Signature]</u> President				F							
				G							
				H							

ESTIMATE No. *25704*

ESTIMATING DEPARTMENT
COST ANALYSIS

DATE *April 13,* 191*5*

	ITEM		ITEM		ITEM		ITEM	
	WGT.	FIN.	WGT.	FIN.	WGT.	FIN.	WGT.	FIN.
Labor & Material (Basis Standard Finish) at \$ <i>35¹³</i> Per Ton								
		<i>Med.</i>						
			<i>1770</i>					
Add'l <i>42³/₁₀</i> Tons <i>Matl</i> " " <i>200</i> " "			<i>85</i>					
" " " " " "								
Cartage from Factory " " " "								
Cartage at Delivery Point " " " "								
Freight " <i>20⁵/₁₀</i> " HUNDRED			<i>201</i>					
Commission								
Iron			<i>75</i>					
Fitters' Services, <i>Instal Set</i>			<i>45</i>					
Shipping			<i>10</i>					
Ground Joints								
Duty and Custom House								
Other Costs, (Itemize)			<i>620</i>					
Burden, " at \$ <i>12⁴</i> Per Ton			<i>2806</i>					
TOTALS, -								

REMARKS:

SIGNED

S.M.M.

FOR ESTIMATING DEPARTMENT

APPENDIX D

D

ADDITIONAL SAMPLES OF OTHER STYLE CARDS (2 Sides)

with Data

ESTIMATE No. <i>27073</i>		EXECUTIVE AND SALES DEPARTMENT N. Y. A. T. C. CO.		DATE <i>July 29th 1916.</i>						
BLDG. <i>Apt House</i>		LOC. <i>81st St. Park Ave, N.Y.</i>		ARCHT. <i>Geor. Ed. Blum</i>						
Estimate Requested	Mailed	Total Cost		FINISH <i>Stand.</i>	FINISH <i>Matt</i>					
Contractor		Profit <i>25%</i>		<i>4793</i>	<i>4982</i>					
Address		Other Items		<i>1197</i>	<i>1248</i>					
Referred to <i>J. Paul</i>		" "								
		Total Estimate Price		<i>5990</i>	<i>6230</i>					
CLOSING DATA			FINISH			FINISH				
Closed by	Co. at \$	Date	Item	+	Cost	Profit	TOTAL	Cost	Profit	TOTAL
			A	or						
Other Material used			B							
Remarks:			C							
By: <i>[Signature]</i>	Date	191	D							
Remarks: <i>#</i>			E							
			F							
			G							
Signed <i>[Signature]</i>			H							
Approved <i>[Signature]</i>										<i>[Checkmark]</i>

ESTIMATE No. 27075

ESTIMATING DEPARTMENT
COST ANALYSIS

DATE July 29th 1916.

	ITEM	WGT.	65.9		ITEM	WGT.	65.9		ITEM	WGT.	65.9	
			FIN.	Stand.			FIN.	Matt			FIN.	FIN.
Labor & Material (Basis Standard Finish) at \$36 ⁰⁰ Per Ton			2375		2375							
Add'l Tons Matt " 2 ⁰⁰ " "					132							
" " " " " "												
Cartage from Factory " 1 ⁰⁰ " "			72		72							
Cartage at Delivery Point " " "												
Freight " " HUNDRED												
Commission												
Iron												
Fitters' Services												
Shipping												
Ground Joints			99		99							
Duty and Custom House												
Other Costs, (itemize) Sales			1473		1473							
Burden, at \$ 12 ⁶¹ Per Ton			831		831							
TOTALS,-			4793		4982							

REMARKS: Good.

SIGNED *Geik*

FOR ESTIMATING DEPARTMENT