

BEATRIX FARRAND
LANDSCAPE GARDENER
REEF POINT
BAR HARBOR, MAINE

June 23, 1941

John S. Thacher, Esq.
Executive Officer
Dumbarton Oaks
Washington, D. C.

Dear Mr. Thacher:

As I do not seem to have sent what is known as my terms letter please let me remedy what has been a carelessness on my part.

My professional time is charged for at the rate of \$100.00 a day for my own time spent either in the field or in the office, plus the client's share of whatever traveling expense or motor mileage there may be for field work, and the client's share of office expense for work done in the office. This represents a share of my secretary's time, telegrams, long distance telephone calls, drafting, etc. Plans are charged for in accordance with the amount of time spent on them. If my assistants are associated with me in the work their time and expenses are charged in the same manner but at a considerably smaller rate than for my own time.

If a client wishes me to order plants or material a deposit is made with Beatrix Farrand, Agent, and the client's bills are paid from this account. As I do not take a commission on purchases made for my clients and as most of the nurseries allow me a heavy professional discount it often means a considerable saving to a client to have plants and other material ordered through my office. Statements for expenditures thus made with receipted vouchers attached are submitted to the client twice yearly, approximately on January and July first.

Work done for educational institutions is done at a more moderate rate than for private owners.

Yours ever sincerely,

Beatrix Farrand