

HUBBARD COMMUNICATIONS OFFICE
 1812 19th St., NW, Washington DC
 (Issued HCO WW-Reissued HCO DC)

Book Administrators
 HCO Secs
 Org Secs

HCO BULLETIN OF OCTOBER 14, 1959

Notice to Book Administrators

Now that we have the Book Department at Saint Hill set up we shall be needing your cooperation every week and month to give us a good picture of the state of book stocks and sales, etc., throughout the world. To do this we shall need accurate reports from you. You will find these listed further on. Please type them and except for No. 7 do them at the end of each accounting week, i.e., Thursday 2 p.m., and mail them by air to B/A HCO WW.

REPORT NO. 1. BOOK SALES FOR W/E THURS. _____ at 2 p.m.

TITLE	TOTAL AMOUNT SOLD	TOTAL AMOUNT SOLD TO F. HOLDERS	TOTAL AMOUNT LEFT IN STOCK

REPORT NO. 2. BEST SELLING BOOKS

	TITLE	TOTAL AMOUNT SOLD
1		
2		
3		
4		
5		
6		
7		
8		
9		

REPORT NO. 3. BOOK SALES TO BOOKSELLERS, LIBRARIES, ORGANIZATIONS, ETC.

AMOUNT SOLD	TITLE	DISCOUNT ALLOWED (if any)	STATE WHETHER BOOK-SELLER, LIBRARY, ETC.

REPORT NO. 4. INCOME

TOTAL BOOK SALES _____
 " TAPE " _____
 " RECORD " _____
 " INCOME _____

REPORT NO. 5. REQUEST FOR ITEMS OUT OF STOCK

NAME OF ITEM	HOW MANY REQUESTS	TOTAL AMOUNT REQUESTED

REPORT NO. 6. PRINTING AND RE-PRINTING

TITLE	DATE OF HCO WW O.K.	AMOUNT ORDERED	DATE ORDER PLACED	DATE BOOKS ARRIVED	HAVE 6 COPIES BEEN SENT TO HCO WW?

/cont'd.

Please fill this report in each week, with the details of any books at printers, for the whole of the period they are in print (I need to know at a glance each week what is in production) and stop entries only when last column is completed for each publication. This last report should be done at the end of each month.

REPORT NO. 7.

BOOK ADVERT. SALES FOR MONTH ENDING _____.

TITLE	AMOUNT SOLD	NAME OF MAGAZINE, NEWSPAPER, ETC.

(and to this report attach a cutting of all the month's adverts.)

Mary Sue has ruled that in future all orders from HCO WW must be paid for at time of ordering (if necessary, we shall send you pro-forma invoices so that you can arrange a draft). This applies to all offices except D.C.I. - U.S.A. Los Angeles will continue to obtain materials from D.C.I.

Please obtain for your Book Department an ordinary numbered order book, if you have not already got one, and use it for every order to HCO WW and any other office.

Listed below are titles which we have a good supply of:-

1. SCIENCE OF SURVIVAL 35/-
2. DIANETICS: THE MODERN SCIENCE OF MENTAL HEALTH 35/-
3. PROBLEMS OF WORK (3-5000 arrive within a few weeks) .. 5/-
4. SELF-ANALYSIS 12/6
5. EVOLUTION OF A SCIENCE 3/-
6. PAB BOOK 5 6/-
7. ACC MANUAL 5/-
8. CREATIVE LEARNING 10/-
9. CLEAR PROCEDURE, ISSUE 1 10/-
10. ACC CLEAR PROCEDURE 9/-
11. HOW TO LIVE 17/6
12. FORTRESS IN THE SKY 5/-
13. SCIENTOLOGY 8-8008 12/6
14. BRAINWASHING 5/-

The remaining titles are short at the moment and until your reports start to arrive we shall be unable to commence any redistribution.

And here are a few miscellaneous items:-

1. There will be no supplies of "CREATIVE EDUCATION" from HCO WW. We have cancelled our existing order and HCO will not be handling the book. This publication is now off our book lists and HCO Book Depts. should not obtain any further supplies.
2. Record Albums are available at L3.10.0 per set to all other offices from HCO WW. We are offering them to Life Members at L4.4.0. per set to encourage people to buy these memberships.
3. All P.A.B. books are now priced at 5/- each in sterling areas, and are obtainable from HCO WW at this price.
4. "Have You Lived Before?" will arrive here in 4-5 weeks time for certain.

PETER STUMBKE

BOOK ADMINISTRATOR HCO WW

for

L. RON HUBBARD

LRH:dd:mg
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