

HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy St. London W.1

HCO POLICY LETTER OF FEBRUARY 12, 1959

BOOK ADMINISTRATOR (previous printing hat)

DEPARTMENT HEAD: HCO CONTINENTAL SECRETARY

Purpose: To handle the printing of promotional and disseminating materials for the Organisation, To secure good prices and fast service on printed matters.

Duties: To be a terminal for finished copy that is ready to go to the printers.

To check finished copy for approvals and make sure a proper amount is being ordered.

To get copy at printers, either by calling them for pick up or taking it to them or mailing it to them.

To get an estimated date of completion, and to notify the originating department when it can be expected back.

To get proofs if required.

To follow the directions of handling material on arrival from printers.

1. Initial delivery slip when received satisfactorily and attach to approval and send to Disbursements.
2. Send 2 copies of material to Legal (for copyrights).
3. Send 1 copy to Public Relations.
4. Send 1 copy to Assoc. Sec.
5. Send 10 copies to HCO.
6. If book for bookstores send copy to Reviews list.
7. If new books, or one that has been out of print for some time, advertise in Ability/Certainty.

To keep a record of what is at printers at all times.

To make certain that all material is copyrighted.

To keep printing plates in good order.

To handle re-printing along the same routine as for printing new materials, supplying printer with plates where necessary.

To check book advertisements in Ability/Certainty magazine.

To follow up on all books and printed matters.

L. RON HUBBARD