

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

Staff  
Staff and  
Students

HCO POLICY LETTER OF AUGUST 4, 1961

PRIVATE MAIL AND TELEPHONE CALLS

All private telephone calls, telegrams and cables, of Staff members or Students, must be paid for in cash at the time of making the call or sending the telegram etc.

The charges for such services are obtainable from the operator.

Private letters may also be stamped or franked on payment of the correct amount.

These services may be extended as a courtesy, but it is understood that there is no obligation to do so. As far as possible, please use the ordinary public services in the town.

During business hours, cash may be handed direct to the Switchboard operator in the front office. Outside of business hours, when the switchboard is unattended, place the cash in an envelope in the Switchboard operator's basket in the comm centre, with a note detailing the amount of the charge, and the exchange and number, or nature of Service. This facilitates the eventual checking of the account. If you have not the exact amount, place enough to cover it, and the Switchboard operator will hand back change next day.

Students wishing to use the telephone must always obtain the help of the Switchboard operator, during business hours. At other times, they must ask an instructor or other Staff member.

Issued by: PETER HEMERY.  
HCO Sec. WW

for L. RON HUBBARD

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