

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Sthil

HCO POLICY LETTER OF SEPTEMBER 13, 1961

GENERAL OFFICE ORDERS

Photostats

All use of the Polyprint Photostat machine should be done by only one person.

The machine should be kept clean.

The fluid must be emptied out after every use, into the plastic bottles.

Do not remove thin tubes from the plastic bottles. It is air that causes colour of fluid to darken.

If a fair copy is not obtained, or if figures are dim, or finished photostat is pink, it is operator error. Study the instruction book. If it's missing, get a new one.

Check all lamps when leaving room. Do not leave a safelight on by error. They are hard to see in a lighted room.

Don't splash fluid on yourself, table or floor. It leaves very dark stains.

Do not waste paper. It is very costly.

Boxes and Cardboard

Do not throw away boxes and cardboard or brown paper.

Turn it all over to Shipping.

Shipping is to use as much used paper and cardboard as possible to reduce paper bills.

Postage

Careless use of postage can cause our postal bill to rise from L25 a week to L75 a week, all on the same volume.

Know your postal rates. Post airmail and surface rates prominently.

Use SECOND CLASS AIRMAIL wherever possible despite earlier orders.

Don't ever send a parcel by air unless you can collect back the postage.

Send heavy packets by surface mail only, cheapest rate.

Supplies

Keep supply costs down by not losing ball points, by conserving paper and by making do.

Our stationer bills are fantastic. Cut them down.

L. RON HUBBARD