

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO (WV) Ltd. HCO POLICY LETTER OF MARCH 2, 1964
HCO (Sthil) Ltd.
Sen. Library &
Res. Ltd. CONTRACTS AND SERVICES

Contracts for services require the signed approval of the Executive Director.

No existing contract may be extended for purposes beyond its original intention without the signed approval of the Executive Director.

All types of contractual relations between the corporation and other companies, firms, banks, or individuals are included. Solicitors, service companies, architects, banks, typewriter service, lift service, etc., and any other type of binding contract involving expense to the corporation are included.

Particularly included are contractors to be engaged for construction of any kind or services connected with construction.

The Completed Staff Work and any papers for signature must accompany all requests for contractual approval.

No requests for contractual approval will be entertained unless passed upon in the affirmative by the administrative head of the corporation requesting.

L. RON HUBBARD

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