

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 17 AUGUST 1965

Gen Non-Remimeo
Dir of Comm
Mail Clerk

RETURN ADDRESS

Effective this date, all mail and packages sent from an Org must bear the return address of that Org, with the exception of Azimuth meters to U.S. which must bear a return address.

Therefore, it is the charge of the Dept of Communications to see that no mail or package leave their Org with no return address.

A rubber stamp with return address on it can be made and envelopes stamped on receipt from suppliers, prior to being supplied to various departments.

Until a stamp is secured and envelopes so stamped, return addresses should still be put on outgoing mail. The person franking mail must return any mail to dept sending for return address if he finds any mail lacking return address.

Also to be investigated by Dir of Comm is cost of return address stickers, which are ordinarily quite inexpensive.

LRH:ml:dif
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(copied as per SECED #68)