

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 20 AUGUST 1965
Saint Hill

APPOINTMENT OF XEROX OFFICER

A Xerox Officer is created as a post in the Department of Communications.

Anyone desiring to have anything xeroxed must route such to the Xerox Officer stating the number of copies required and the purpose of such. No more than 10 copies of any one item may be xeroxed.

Staff are reminded that forms, mailings and such like are to be mimeographed rather than xeroxed for such purposes.

Using the Xerox is not only very expensive but is an avoidance of the permission required to mimeo.

LRH:ml

L. RON HUBBARD

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