

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Gen Non- HCO POLICY LETTER OF 11 FEBRUARY 1966
Remimeo
Org Secs
Dissem Secs
Dir Pubs
Dir of Income
Shipping Officer
Income Invoicing
Officer

SHIPPING CHARGES

For any books or supplies sold at a 50% discount, the receiver must pay for any postage or shipping charges.

The receiver is to pay for any special shipping costs, such as air mail, at any discount,

Taped lectures are shipped airmail at no extra charge as per HCO Policy Letter 17 Dec 1964 "Tape Prices".

To ensure this, the following procedure must be adhered to:

- (1) Invoice and order is routed to Shipping Dept.
- (2) If 50% discount or special shipping is indicated on the invoice, the Shipping Officer fills out a P.O. indicating total postage costs, service performed, Invoice No.
- (3) This is routed to the Org Division on normal P.O. lines.
- (4) The Income Invoicing Officer fills out a "Debit Invoice" for the receiver, indicating total postage, service performed, and Invoice No. of the material ordered.

Receipt of postage payment as noted in step (3) is not a requirement for shipping material. Orders are filled and shipped swiftly.

LRH:ml:gmh
Copyright[c]1966
by L. Ron Hubbard
ALL RIGHTS RESERVED

L. RON HUBBARD