

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 13 NOVEMBER 1979R

Remimeo
Pubs Orgs
Cont Field Sales
Managers
All Orgs
Missions
FSMs

ISSUE II
REVISED 7 JULY 1983
(Revisions in Script)

USE OF AIRMAIL AND AIR FREIGHT

Ref: HCO PL 20 Jul 79RA I PUBLICATIONS ORGANIZATIONS
Rev. 26.11.79 ARE SALES ORGANIZATIONS
Re-Rev. 7.7.83

The practice of Pubs Orgs covering the airmail/air freight costs of shipping their book orders to customers is forbidden. The costing of books is based on surface shipping, which is more economical than airmail/air freight.

When Pubs Orgs cover airmail/air freight costs they are essentially spending money they do not have, thus risking future viability of Pubs and Scientology/Dianetics book production.

Should a buyer, any outlet, salesman or Event I/C want book orders sent airmail/air freight, this is of course arranged, but the cost is borne by the recipient of the books. Normal practice would be for the customer to order air freight only those books immediately needed, with bulk supplies coming by surface.

The airmailing of tapes by Pubs continues. This is covered in HCO PL 17 Dec 64 TAPE PRICES. The cost of airmailing tapes is well covered in the existing prices.

CONTINENTAL FIELD SALES MANAGER ROLE

In non-US areas, the Cont Field Sales Manager can collect from the buyer, payment for the requested air freighting as well as the payment of the books. The air freight payment can be retained at the Continental Office for the purpose of paying the local airline agent when the goods are received (called "air freight collect"). This method would be the fastest, especially in countries with exchange control. Airlines usually charge an additional "service charge" for this service, making it a bit more costly. The air freight payment can also be forwarded to the Pubs Orgs for the payment of "prepaid" air freight shipment.

Pubs Orgs or the Cont Field Sales Manager must have the air freight payment in hand before they may authorize air freight of the shipment.

SUMMARY

The most common and economical method of shipping any kind of merchandise is by surface transport. If airmail or air freight becomes depended upon for getting books to their destination then planning has ceased to exist and there go any profits obtained on book sales. So let's keep our book sales profitable.

L. RON HUBBARD
FOUNDER

Revision assisted by
Books Issues Mission

Revised at the request of
Watchdog Committee

Adopted as Official
Church Policy

by the
CHURCH OF SCIENTOLOGY
INTERNATIONAL

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