

78-080

To Mr. P. J. Ferguson
Manager, Policies and Procedures

From J. P. Hodges
Records Manager

Re: Proposal Changes to Policy and Procedure Manual

Date 3/9/88

Attached are proposed changes to PPM Numbers 1.901 and 1.953 for your review and comments. The changes to Number 1.901 are self-explanatory and merely document discussions we have had earlier.

The change to Number 1.953 (p. 3) is the result of other changes made between Records Management and Customer Service. We are in the process of switching copy 4 of orders and credits with copy 6. Since copy 4 is the top and clearest copy, we will keep that on file as the official Company record. Copy 6 will become the Shipping Copy, which is no longer used as this information is transmitted electronically.

I have requested from MIS an estimated re-printing date on the order forms so we can swap the headings on copies 4 and 6. I will be in touch with you later on details regarding the printing change.

As always, thanks for your help.

Attachment



cc: Mr. S. O. Counts
Mr. A. C. Grieser
Mr. R. R. Hart, Jr.

Z8/tkd
