

INSTRUCTIONS FOR DISTRIBUTION OF MAIL THROUGH THE CENTRAL OFFICE

1. Type copy of letter on your own letterhead or request that it be assembled on Academy letterhead. Use a carbon ribbon typewriter. Sign with a fine-tip felt pen (black). Do not sign with ball point - it will not reproduce by photo offset. We can do paste-ups that look good.

Check with me as to the accuracy of your statements concerning deadlines, use of abstract forms, dates, etc., before sending out anything.

2. If you choose not to use the central office services, please send me a copy of anything you mail out about your section meeting. I must know what is going on!
3. We will have your letter photo-offset duplicated and will mail it to your own mailing list or to those on mailing lists that we have assembled. We will always use bulk-rate if the mailing exceeds 200 pieces. First class postage is too expensive and we have had good response to bulk rate mail.
4. Allow at least two or three weeks from the time we receive your letter to the date you expect it to be delivered to the addressees.

Robert W. Hanson  
Executive Secretary  
9/74

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Cedar Falls, 50613