

- I. The Enrollment and E.D.P. divisions should try to re-cycle some of our direct billing runs. They range from a high of 130,000 to a low of 21,000.
1. Some thought has been given to a daily billing of direct pay subscribers. This would be a great help to the Mail Operation and the Cashiers Department by stabilizing the flow of money and mail.
 2. The other alternative would be to try to encourage some of those direct pay subscribers on the 130,000 billing run to pay a little in advance to stabilize the billings.

Sincerely,

A handwritten signature in cursive script that reads "Frazier Sinclair".

Frazier Sinclair

JFS/mc