

INTER OFFICE MEMO

TO: JohnL Bentley **AT:** Office Services **DATE** July 20, 1973
FROM: Joe Giroux **AT:** Stock
SUBJECT: Group Notes Mailing

For many years the Stock Room has been responsible for sending out Group Notes to the Cost Control Mailing List. However, I feel that Mail Operations could more easily and quickly handle the mail.

The mailing consists of putting a number of Group Notes and posters into an envelope, per instructions on the label. After that it only has to be weighed and the correct amount of postage applied. The Mail Operations Department is already handling a portion of this Group Notes mailing and could probably accept the rest with no real problem.

The only reason I am suggesting this is because the shipping clerk is bogged down with his normal job and to accomplish this special mailing once a month usually requires a couple of hours overtime or I must remove someone from his normal job to assist the shipping clerk.

So if Mail Operations would handle this mailing I feel the job would be accomplished quicker and with less problems.

*Jimmy, I agree. Several Ladies in
The mail Room could do this in one
day during their slack time if they
now have slack time.*

Please discuss with Frazier.

John L

JG:vl