Blue Cross of Florida Blue Shield of Florida

INTER OFFICE MEMO

TO: Jim Williams AT: Purchasing Dept. DATE 05-24-74

FROM: Frazier Sinclair AT: Mail Operations

SUBJECT: Mail Operation Goals for 1975

It is our goal in this new budget year to improve and maintain a high level of efficiency in mail service and work closely with all operating departments in determining their need for mail service.

902: No postage increase is anticipated at this time for 1975. We plan to keep abreast of the latest in high speed mailing equipment and ever changing postal rates and regulations and to improve our mailing efficiency.

903: Our goal is to strive for better and more efficient processing of Medicare "B" Incoming Mail by training and better utilizing our personnel.

917: We plan to improve our Mail Distribution by working closely with all operating departments in scheduling all of our pick up and deliveries.

918: Our goal is to improve and maintain a high production rate in processing Incoming Mail by cross training and better utilizing our employees.

Sincerely,

Frazier

Frazier

JFS/pl