



"BOTTLED UP"  
BY AN  
ADDRESSING AND  
DISTRIBUTION PROBLEM?

The new Thermofax label paper, now stocked in the Agency supply system, offers one solution. This label paper eliminates writing or typing addresses on packages and envelopes each time you distribute material according to the same distribution list.

Each sheet of label paper is gummed on the back and divided by perforations into 33 labels. To make labels, first prepare a master of the names and addresses on your distribution list. Use either tissue or tracing paper the same size as the Thermofax label paper. With either a typewriter or pencil, place the names or addresses on the master so that they coincide with the labels on the Thermofax paper. When running off copies of the labels, always place the master on top of the Thermofax paper.

For further information, contact the Records Management Staff.