

MAIL CONTROL

WHY BE A SHERLOCK ?



...when you can use this...

| | | | |
|--------------------|-----------------------|----------|-----------------|
| CONTROL NO. | SEC. CLASS | ORIGIN | FILE NO. |
| DATE OF MAT. | DATE REC'D | DATE OUT | ROUTING |
| SUBJECT | | | CROSS REFERENCE |
| | | | ROUTING |
| | | | TIME OUT |
| DEFER ACTION UNTIL | ANSWERED | NO REPLY | COURIER NO. |
| FORM NO. 35-1 | FILE AND ROUTING SLIP | | 6 |

for intra-office mail control to:

- LOG - IN AND OUT MAIL
- LOCATE - MAIL IN PROCESS
- FOLLOW UP - UNANSWERED MAIL
- FILE AND FIND - FILE INDEX



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