

18 JUL 1983

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ODP/DDA

# WORD PROCESSING NOTES

## A - Word Processing Equipment: Procurement and Lease-Maintenance Renewals

New orders for word processing equipment with Fiscal Year 1983 (1 October 1982 through 30 September 1983) funds must be submitted to the Word Processing Branch, Engineering Division, Processing (WPB/ED/P/ODP) before 1 September 1983.

Lease and maintenance renewals for Fiscal Year 1984 (1 October 1983 through 30 September 1984) should be submitted to WPB by 1 August 1983. NOTE: FY-84 maintenance prices are 5 percent higher than those for FY-83. To expedite processing of renewals, please include the following information on Form 2420, "Request for Procurement Services":

### Original Task Order Number

Unique Logistics-assigned number that appears at the top of your initial Form 1458, "Order-Award," as 83-Bnnnnnnn-nnn, where 83 represents FY-83 (for example: 83-B766200-123).

### Folder Number

WPB-assigned number found at the top of Form 1458, which appears as "Folder nn" (e.g., Folder 20, Folder 99A, Folder 99B, etc.). WPB maintains a folder for all your Wang word-processing procurement actions, including original contact information, site survey records, all forms (Form 2420, "Request for Procurement Services," and Form 88, "Requisition for Materiel and/or Services"), and resulting purchase orders. This folder number is available from your WPB/ODP Computer Systems Analyst.

### Site Number

Wang-assigned location number of your Wang equipment. This number appears on the small white card enclosed in plastic, which the Wang Customer Engineers (CEs) affix on each piece of your word processing equipment at installation time (for example, SITE # 74-6204).

Direct questions to your WPB Computer Systems Analyst, 2D0117 Headquarters,

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## B - Replacement of Certain Wang 7582 Printers

Because of manufacturing defects, Wang Laboratories will replace certain Wang 7582 printers having serial numbers lower than 0666 within the next 6 to 8 weeks. On receipt of your new, replacement Wang printer, contact Buddy on  to arrange for installation.

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STAT Submit contributions to Chief/Customer Services Staff..... GA2505 HQ.

Direct Word Processing Notes distribution requests to the ODP Technical Library GA19 HQ.

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2000 HQS