

EThe higher the content of rags

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;Paper \$1255. The largest size is call 5d AD (zero. . By fcidlng &  
5/ 5055

\$951M qJJlllLlQb and Sizes

n-mm

p555? is made'from either of the Following:

. .TUD% rags

5 \_100% chemical wood

. a mixture of rags and wwod

. Bond paber 51 ' 100 Q/mz EIEtterheadEdypa\$gt

. Bank paper 45 - 61 " carbon CODiES and draftsm

. Airmail I 28 a 30 " airmail, carbon copies

1

Duplicating paper comes in two different types:

. Abaorbent, semieabsorbent For ink duplicating

. Non-absorbent For gmirit duplicating

The most commonly used paper 5129 tmday is the Awseries Inter matiunal

.r'

ane, the aize A1 is obtained. By halving 51, one obtains Size A2,

and so on. 5 TI

Standardi 555 papersizes help to keep coats 5own at the olfice

files, Luck shelves, desk drawera, Fiiing cabinets and Lupbaard

be manufactured in long seriea. This makes the equipment much 55

It is also attqgggigg to see rows of files where all the papersv  
in nicely. ' E ' '

P J.f31&r 3A. 311?: 3') :13qu I "y 5:, 1H Wiggly :3: E. (45 l j/EiU Hr; n 15 1-H 2.41.13:  
2 3,: ( 231/125) .L)\_&lp (:7 f 5) .5

MegsurvmenLI

4am- nMp-un-m

RU 8&l x 1159 mm ALMHYS 5TUHE P&PRRS FLAT

A1 5114 x 8&l ,,m H. , r .n ,

A2 420 x 594 AND HMAY FF UM HEN. AND LIBHT!

A3 297 x 420

A4 210 x 297 ?APERS AR& EXPENSIVE. AVOID WASTE! My.

55 1A8 x ?10 Plan your tYUGSCILPt befgre you star? typing.

AB 105 x I58 Bel act the approprlate 3128 and quality.

A7 74 x 105 Make note pad5 flow scrap papal.

AB 52 x )75 Iproofrgad and type script wh.ile still in the

59 37 x 52 tycewrlter.

R18 25 x 37

Stealing

A stapiez' is U550 for rat stun.ing dacuments togethex. Th5 stmplesQ can

he F55t5wed For p5xmanent or temporary use: ' "I.

Permanent fastening C323

Temporary Fastening af'15

Use ane Of th5se ways to

staple documents: qyyvzc

' JIXIIJ

AND BTHYTUNfHY

f'r1\_-/;1?'%lstwg,l

Envelopes to fit the A-series paper sizes come in Bw and C series.

The B-series envelopes are larger than the C series envelopes; they are intended for a large bulk of documents, whereas the C-series envelopes are used for only a few documents. .

A5 ,

folded once

luiu 5 . , , ,

thy;e Folded QnCS

fimec H , ,

A5 ,

Folded .

three times

w... M-

tuggpxet enuelmseg have the flap along the shorter side.

ygnogg envelopes have a transparent rectangle through which the

' 55 on the letter is seen. It is therefore unnecessary to . \_h

the address, which saves time and also eliminates the risk of

losing a Post box number, for instance. Window envelopes

LTW cannot, however, be used for Registered and Insured mail.

E322

M- .\_. . . . .

PAPLH C5 - MAIL AND STATIONERY

au11loti . 1' f 11:;L.

mwmw 1..

fhe guillotine is used to cut papers into required sizeBQUv'

Th9 51293 are indicated eithe 9: on a "ruler" as shown aW the iii  
tion, or by line drawn on the board OF the guilletinE.

Collating machin

mm

You have typed a repurt consisting of 8 pages. Each page of  
apart has been duplicated in 20 copies. Now you have been as  
the documents.

11 yum huuw u 10111111 mulhlnv you juaL inagtt tiva pHQEa in  
correct urder and rollaEe tlam as shown in the plcture belcm.

If you must collate the dmcuments by hand and have a large number OF  
pages, axrange them in tha co.rrect order along the edges of a Larga  
table. Start From the f'iAL t plne and ma.lk around the table, piCking  
up the documents in the CDIIBCT UIUEI.

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PAPER C5 - INCBHING MAIL  
HOW TU SORT THE INCDMING MAIL  
W

The mail 13 sart-ed into Four categories:  
Urgent: telegrams, telex messages, express  
Registered mail  
Confidential and personal (Private) mail  
General Mail

Registered mail must be signed For at the PosE folca. IE uZV  
contains an lmporant document 01 something ualua-ble.;n E  
a remittance (cheque, cash or other payment), it s.hau dxbn ea"  
a special "Remittances book". The remittance should ,1 s  
the amounts indicated on the letters they accompany, End EhEiaw a  
method of payment and opener s initials are written on the cdrner of  
the dDCumaht.7 IF the Figures d0 nut culreamund,th13 should be  
reported immediately to the person in charge.

ConFidEntial and Personal fPriuate) mail should be delivered unn enEd  
to the addressees. when the name of the addressee is written ba-ore  
the name of the company, the letter is treated as Eergunal. ;  
Egheral mail consists of variaus business dmcumEnts.W Letter\$ are .  
cunsidered Esaeral Nail, not personal, when the name 6F the company  
precedes thE dame 0? an individual. This applies alsu to leEtErsh  
addresSed a-g "The Sales Manager", "Chief accountant".

gg\_ting Prodedure y F Li

. The Uggght mail shoul.d be delivered iEEEEEEitGlX to the pursan  
commthud f

. The Regist9led mail should be txansferred for proseasing t0  
the person in charge.

. The BunfidEntial and Personal Mail should be transferred uncpened  
Ito the addressees. ENE

. vThe General Mail should be kept For further processing.

To facilitate sorting, use Four trays, either in Four different colours,  
or markpd URGENT, Ri-Gl STEPED, LGdFIUFJTIHL/PERzDNHL, and GENERAL. You  
Can alsm print four signs with the Lategyry names and place them at  
the edge 0f the dusk.

W-...

TELEGRAM

R?No32600

Karnak Trading Co

P 0 BOX 1234

DAR ES SALAAN

L) Karnak Trading Co

P 0 Box 1234

DAR ES SALAAM'

The Librarian

Karnak Trading to

P 0 Box 1234

DAR ES SALAAN

Mr A Asad

Karnak Trading Co

P 0 Box 1234

DAR 15 SALAAM

INCDWING MAIL

PAPER E6

Exargise

U %Urgent) R (Registered), CD (Eanfxdentxal) (Ear  
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1 Eantral Sank of Tanzania

P-D Box 100

DAR ES SALAAN

?p B Bax 5555'

DAR E5)55LAAN

3 African Society For Development

. ' p 0 Box 5307 \_

5 , LUSAKA . r , 555E5d; \$55

a ROyal Institute of Public Administration

:5 ' LONDGN MXIH 980 5

. Attention N): A Awad

.TELEGRAM

Mr S Kuri

Chief Management Development Branch

NEM'YDRK '

U1

E CONFIDENTIAL

' International Labour Urgani5atian

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Institute of Public Administration P .

. AMMAN "53.32.51.555- ,

5 9 Juhn Smith 5 Bros Ltd

. Mr S Jamal

10 05k Street

LONDON ENGLAND

10 Ms Lyla Wusa

Karnak Trading Company

- p 0 Box 123a

ANMAN , "P\_E- SEczbyivh- /

'LETTER OPENING MACHINE 5 , ,.

The latte: opening machine is used

process OF opening the incomingx

cuts off a thin strip of the t of the envelope. It is therefmre

essential to ensure that the ontents of the envelope 5t5y 5l55 from

the top part of the enueJ.o e to prevent. damage.

NQTE: If there is no.

wlth a letter knife.

or speeding up and simplifying the .5

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PAPER CB - INCBMING NAIL  
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PAPER C1D \_ INCUMING MAIL

MAIL HANDLING contd

Arranging mail in order of urgencx

Your boss Mr Ahmed Salem is a busy man, and he does not want to waste his time unnecessarily. To help him go through his mail as quickly as possible, arrange all mail items in order of priority on his desk every morning.

K

Look at the mail below which arrived today. Arrange it so that Mr Salem gets the most urgent documents on top and the least urgent ones at the bottom. write numbers 1 - 6 in the order which you think is the most appropriate one, beside the letters A- F.

..5..11 A brochure advertising a new typewriter

..L... B A telegram froh Daris

.32.. C A personal letter from Beirut

..%U. D The latest issue of the magazine THE ECUNDMIST

..?... E A surface letter from Lusaka

..%... F An Express Airmail letter From Maputo

LETTER SURTER QDESK SURTER) '

A letter sorter (desk sorter) is used for sorting documents into a certain order, either for the distribution of the incoming mail or for filing.

It consists of a number of flaps or leaves, usually marked with the letters OF the alphabet or with consecutive numbers.

The documents are placed behind the corresponding flaps/leaves.

This Facilitates and speeds up the sorting process considerably.

Letter sorters are available in various sizes. They are made from manila paper, plastic or metal.

' PAPER (311- DUTGDING MAIL r\_\_\_1  
'4 Obtains mail  
:2:.....\_r Folds .  
1 equipment HANDL (N G documents I  
EB Inserts  
documents  
in envelopes  
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Mailing  
instruction

PAPER C12 - DUTGUING MAIL  
CHECKINGTHEOUTGOING MAIL  
KARNAK TRADING COMPANY

P O BOX 1234

E3 DUDUMA

Our ref

7/3/91/84

C: 15 May 1984 /h

Best Bookshop

P O Box 501

DAR ES SALAAM

Dear Sirs

Invoice 12

With reference to your letter 2 May  
1984, we enclose Eredit Note 008/84.

we look forward to your orders For  
next year.

Yours faithfully

A&Khader

Sales Manager EXPRESS

E'ENC ' C: a

F EXPRESS F: 4 Best Bookshop

cc Irbid Branch (3 P O Box 501

DAR ES SALAAM

Karnak.

Trading Co

/A Is the DATE included and  
correct?

E3 Is the REFERENCE included?

(: Is the ADDRESS on the letter identical

with the address on the envelope

E) Is the letter SIGNED?

t IF the letter mentions ENCLOSURES, are they attached?

F- If there are special MAILING INSTRUCTIONS, are they noted  
on the envelope? (Airmail, Express, Registered)

(3 If the letter indicates that one or more EXTRA COPIES (cc)  
is kept. Make sure there is an extra copy of each document and  
insert it in the File, the newest document on top of the File.

x , o

#### PAPER C13 - DUTGDING MAIL

The signature book consists of a number of pages made From blotting paper. The blotting paper helps to dry the ink so that the signature does not get blurred or smudged. The pages are punched in some places. This T helps to ensure that no letter is left . unattended in the signature book.

#### FOLDING

##### SIGNATURE BOOK

Letters waiting for signature are kept ; in a si nature book. They stay clean % and smooth and it 15 practical to keep t them together in one place.

\_;

Study carefully how this document is FOLDED f to Fit into a rectan ular envegope (most . common size is (3855:

Fold document into three parts.

The first fold should be slightly larger than the other two Folds. Find two reasons For this!

The text of the letter should face you.

##### % INSERTING

When inserting documents into WINDUw ENUELUPES, be especially careful to ensure that the address shows in the WINDDM.

Remember that you are not allowed to use . LUINDUU! ENVELOPES for REGISTERED MAIL.

##### . SEALING

If you have many envelopes to seal, place them in a row as shown here.

at the same time.

The sealing of the envelopes takes much less tlme than 1? you dampen each Flap separately. Dampen all the flaps

## PAPER C14 - DUTGDING MAIL

### ADDRESSING MACHINE

The addressing machine is used \_\_\_\_\_.

For printing addresses of regular customers who receive reports, price lists, catalogues etc at intervals.

This saves time and money and also eliminates the risk For mistyping addresses.

The addresses are preprinted on special cards or plates.

. Stencil cards which can be prepared on an ordinary typewritten

. Metal plates where the address tETe'.h '- embossed in a special machine.

1 The cards/plates are arranged.in ,\_J \_.,%: s, H alphabetibal or numerical drder and 3ff\_nf7"t V :.:e kept in boxes or Filing cabinets. : "t' " t

2 Stack the cards/plates in :jE;:::TTheee:::i; ' addressing machine. TTThei,

3 Sort the mail into categories Of size.

a Feed the letters into the machine.

5 The cards/plates will then automatically print the addresses on each mail item.

### FRANKING MACHINE

The franking machine "prints" the postage on the envelope which elie minates the need to affix stamps.

It is a very Quick means of franking mail. It eliminates the risk for running out of stamps and for pilfering of stamps.

The Post Office issues licences

For the use of franking machines.

The machine automatically adds the amount spent and deducts thls sum from the amount paid.

A control card showing the readings of the meter at the end of each day has to be given in to the Post

50y Namuwnvs &

Office each week. 1

. f/r J 4/1. 1' .

It 15 also possible to have an Poiréli'?

advertisin 510 an printed with '1

the postage. . /7057//