

INSTRUCTION DOCUMENT FOR ORDERS AND PAYMENTSEXHIBIT 34

This stencilled or pre-printed sheet is filled in manually and then sent to a service bureau to be converted into a punched card. The layout corresponds to that of the punched card:

	organization code of UIA	84 (say)	col. 1/2	
	card coded order only	01	3/4	
	or    payment only	02	3/4	
	or    order and payment	03	3/4	
	customer/member number		5/13	
A.	order number		14/24	
	publications ordered and quantity		25/26	27/28
			29/30	31/32
			33/34	35/36
			37/38	39/40
	currency of invoice		41	
	discount		42/43	
	include postage costs	yes 1		
		no 2	44	
	send to customer	1		
	or to address on next card	2	45	
B.	payment date		46/51	
	method of payment		52	
	amount	units	53/57	
		decimals	59/60	
	currency		61	

INSTRUCTION DOCUMENT FOR GENERAL MAILINGS OR SPECIFIC CALLSEXHIBIT 35

	organization code of UIA	84 (say)	col. 1/2
	card code: general mailing	04	3/4
	address count	05	3/4
	both	06	3/4
	specific call	07	3/4
	customer number (if 07)		5/13
	general mailing profile (if 04-06)		14/to end
	(this corresponds to the customer code description)		