INSTRUCTION DOCUMENT FOR NAME AND ADDRESS CARDS

A set of two cards is needed to provide the name and address of customer/members in a suitable form for the computer. These are described here. They are used with the customer/member code card (Exhibit 33) when the address is a new one or the code also requires modification. They are used by themselves for all other modifications and suppression of the record.

A. organization code of UIA  84 (say)  col. 1/2
   card code 10  3/4
   customer/member number
   operation:
      new 1  5/13
      modificat. 2  14/
      suppress 3
   name and first line of address  15/80

B. organization code of UIA  84 (say)  1/2
   card code 11  3/4
   customer/member number  5/13
   remaining lines of address  14/80

INSTRUCTION DOCUMENT FOR GENERAL INVOICE COMMENT

This is used whenever it is necessary to insert a special comment on the invoice for non-standard items, or to avoid writing a letter.

organization code of UIA  84 (say)  col. 1/2
   card code 12  3/4
   text of comment  5/80