

INSTRUCTION DOCUMENT FOR NAME AND ADDRESS CARDS

EXHIBIT 38

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		5/13
	operation:		
	new	1	
	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

EXHIBIT 39

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