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
      suppress 3 14/
   name and first line of address 15/80

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