

Mailing hints

1--Clip newspapers as per attached.

a-one newspaper clip attached to each letter

2--Mark up circulars as per attached, making the three changes as shown

3--Attach 1 circular, one "announcement" and one "invitation" to each letter.

Before folding and stuffing material, sort letters according to dates. They will mostly fall into two dates, August 10 and August 15

Keep ones of a certain date together, using rubber bands to package them and "tab" them with a white slip outsidewith the date. (just the one tab for each package)

Celephone tape, siz-zors, tabs, rubber bands and circulars, "announcements" and "invitations" are in the bottom of the box.

4-Before folding and ~~stuffing~~ stuffing, remove the yellow sheets. These do not have to be kept in order, but I will keep them for my files.

5-It is not necessary to "copy" read the letters, but any you happen to notice anything wrong with, or any that are unsigned, fold them and put them in a separate package with a question mark tabbed on it and I will re-read them.

7- Don't seal. Story is yet to go in the letters.