

OTHER PBXs FREQUENTLY CALLED

Washington-Idaho Area, 1200 Third Ave., Seattle 1, Wash.....	MU tual 9000
Oregon Area, 509 SW Oak St., Portland 4, Ore.....	AT water 9181
Southern California Area, 740 S. Olive St., Los Angeles 55, Calif.....	MI chigan 9111
American Telephone and Telegraph Co.	
General Departments, 195 Broadway New York 7, N. Y.....	EX change 3-9800
Long Lines Department, 32 Ave. of the Americas New York 13, N. Y.....	EX change 3-9700

OFFICIAL TELEPHONE DIRECTORIES

To obtain Official Telephone Directories, including those for certain other cities, call
MI ssson 8-9000, Extension 5586.

TOLL CALLS

Place toll calls only when absolutely necessary and avoid placing calls during the busy hours—
9 to 11 A.M. and 4 to 5 P.M. Long distance calls should be placed on a station basis.

Keep conversations brief.

Remain on the line when placing toll calls.

If a delay is encountered at the distant telephone, identify the call as a long distance call by giving
your name and the calling point.

OFFICIAL TELEGRAMS

Our Company operates a private line official teletypewriter service between San Francisco, Los
Angeles, Portland, Seattle and Long Lines points and a TWX service to the other Associated Companies
through the Official Message Center, Room 226 at 140 New Montgomery Street, San Francisco.

The purpose of this service is to provide for all official communications thereby clearing the commercial
toll telephone and TWX facilities for the use of our customers. The official service should be used by all
employees for Company business when the mails are inadequate because of the time requirements.

Official telegrams should be typed or written legibly on plain paper with the heading "OFFICIAL
TELEGRAM", and should bear the sender's extension number and departmental expense code.

Between 8:00 a.m. and 5:30 p.m. Monday to Friday, inclusive, telegrams originating in San Francisco
should be delivered by company mail or messenger to the San Francisco Message Center. If originated in
the "140" building, they should be enclosed in a red envelope, Form S-3000-CA, and deposited in the
mail chute, where collections and deliveries are made at fifteen-minute intervals.

At all other times telegrams should be telephoned to Pacific Telegraph, DOuglas 2-9000, or sent by
messenger to the Pacific Telegraph office at 333 Grant Avenue. When telephoned, telegrams should
be designated as "official company business". They should be followed on the next business day by a
confirming copy, so marked, exactly as telephoned, and bearing the sender's extension number and
departmental expense code.

From East Bay company stations, official telegrams may be telephoned by calling TEmplebar 2-9000.

NOTE:—Telegrams of a personal nature are not accepted for transmission as official company business.