

Filing (3 Series and 4 Series)

The 3 Series is in the file cabinet under the fax machine. The 4 Series is in the two file cabinets in front of your desk.

Incoming Correspondence

Give a copy to whomever it is addressed to.

Give Jeremy a copy of ALL correspondence that comes to R&A.

File the original.

If the correspondence is from the public coordinate with Eileen because she gets the original for her files.

Outgoing Correspondence

Outgoing correspondence will be sent to you via E-mail from the R&A staff member responsible for drafting the letter.

Your responsibility is to put the correspondence in the proper office format

(A packet describing the proper format can be found in the folder labeled "FORMAT/PROCEDURES" on your desk.) and print the correspondence on

letterhead

Once the correspondence is on letterhead