



How you can help us to improve your *Telephone Service*

When you PLACE a call—

1. "Please speak directly into transmitter, frame words clearly, and speak in an un-hurried manner."
2. "Please give the information requested if a call is questioned by an operator or supervisor."
3. "If you do not hear the ringing signal within a reasonable period, please signal

the operator by moving the switchhook *slowly!*"

4. "Please hang up promptly and gently when you are through."

And when you are CALLED—

1. "Please answer promptly."
2. "Please state your number or identity, not just 'Hello'."
3. "Please hang up promptly and gently when the conversation is over."

These are the simple rules of telephone procedure which will enable us to give you a more helpful, satisfactory service. For further information please consult the front pages of your telephone directory.