

1962

Western Union Telegraph Company to Dallas, Texas

Western Union Telegraph Company

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DALLAS TEX

NL 27 D LLQ253 EDWIN A WALKER SGD JUANITA THEISEN

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THE WESTERN UNION TELEGRAPH COMPANY

MEMORANDUM OF HANDLING OF UNDELIVERED MESSAGE

OPEN AT ONCE ALL MESSAGES RETURNED UNDELIVERED BY MESSENGERS. THE TEXT MAY CONTAIN SOME SUGGESTION FOR EFFECTING DELIVERY.

LEFT ADDRESS GIVEN
NO FORWARDING ADDRESS FURNISHED

INSUFFICIENT, INCORRECT AND
UNKNOWN ADDRESS GIVEN

ADDRESSEE		CLERK'S INITIALS	ADDRESSEE	CLERK'S INITIALS
MESSAGE NO.	DATED	C50	MESSAGE NO.	DATED
QUESTION MESSENGER REGARDING HIS EFFORT TO OBTAIN ADDRESSEE'S PRESENT ADDRESS			QUESTION MESSENGER REGARDING HIS EFFORT TO DELIVER	
WAS A NOTICE LEFT?			CONSULT PERMANENT AND TRANSIENT ADDRESS RECORD	
CONSULT SPECIAL INSTRUCTION FILE FOR FORWARDING ADDRESS			CONSULT CITY AND TELEPHONE DIRECTORY—ADDRESSEE'S NAME	
VERIFY MESSENGER'S REPORT (OPTIONAL)	TELEPHONE		CONSULT CITY AND TELEPHONE DIRECTORY—SENDER'S NAME	
	SECOND ATTEMPT		INQUIRE OF TELEPHONE INFORMATION FOR LISTING BY NAME OR ADDRESS	
INQUIRE POST OFFICE FOR FORWARDING ADDRESS			CONSULT RECORD OF AUTHORIZED CHARGE ACCOUNTS	
NOTIFY ORIGINATING OFFICE BY SERVICE MESSAGE			SEARCH FILES OF CURRENT AND PREVIOUS DAY TO ASCERTAIN IF OTHER MESSAGES HAVE BEEN DELIVERED TO ADDRESSEE	
OTHER EFFORTS MADE (STATE THEM)			SEARCH FILES OF CURRENT AND PREVIOUS DAY TO ASCERTAIN IF ANSWER	
			*INQUIRE OF PATRONS IN SIMILAR LINES OF BUSINESS	
			**NOTIFY ORIGINATING OFFICE BY SERVICE MESSAGE	
			VERIFY MESSENGER'S REPORT—SECOND ATTEMPT	
			INQUIRE PRINCIPAL HOTELS	
			INQUIRE OF POST OFFICE	
			MAIL POST CARD (FORM 26-A)	
			OTHER EFFORTS MADE (STATE THEM)	
MAIL CARD (FORM 26-A SUITABLY REVISED)				

COPY

*Enter above names of individuals or companies called.
**In some cases it may be desirable to make a second attempt before reporting non-delivery.

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