

Chapter 8 - Correspondence

- **3-08/000.00 - Correspondence**
- **3-08/005.00 - Introduction**
- **3-08/010.00 - Signatures Permitted**
- **3-08/020.00 - Special Instructions**
- **3-08/030.00 - General Instructions**
- **3-08/040.00 - Instructions/Format - Outgoing Correspondence**
- **3-08/040.05 - Margins**
- **3-08/040.10 - Style**
- **3-08/040.15 - Telephone Number**
- **3-08/040.20 - Date**
- **3-08/040.25 - Address Block**
- **3-08/040.30 - Attention Notation Block**
- **3-08/040.35 - Salutation**
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- **3-08/040.50 - Signature Block**
- **3-08/040.55 - Identification (Sign-Off) Initials**
- **3-08/040.60 - File Numbers**
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- **3-08/040.80 - Distribution of Copies**
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- **3-08/050.00 - Board of Supervisors - Correspondence To**
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- **3-08/060.10 - Office Correspondence (Form SH-AD-32A)**
- **3-08/060.15 - Memorandum (Form SH-AD-131)**
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- **3-08/080.00 - Form Letters**