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1.01 Part 2 of this section provides an index/table of contents of all planned sections of the Dial Facilities Management Practices. The latest date of issue is shown for each section. When no date is shown in the "Date" column, this indicates that the section has not yet been issued.

1.02 Ordering information is given in Part 3.

1.03 A bullet (•) indicates a section title listed only to identify the contents of the subsections which follow. Practices will not be issued for entries marked with a bullet.

1.04 A heart (♥) indicates an item which is not being distributed on standing orders because of the limited need for that item. Locations requiring these items should place regular (one-time) orders for them.

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13c(14)		Mechanized Trunk Assignment—Reports	Sec. 14	6/76	<i>Community Dial Offices</i>
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DIVISION J		COMPLETION IMPROVEMENT
Sec. 1		DDD Service Improvement
Sec. 2	9/74	Network Completion

3. ORDERING INFORMATION

3.01 Procedure: When new sections are published, ordinarily one copy is sent to each Operating Telephone Company and arrangements are made with the Indiana Publication Center to stock and distribute copies to the customer's standing order. Additional copies of these sections may be obtained by submitting a "one-time" order on Form SD.1-80.80 to the Indiana Publication Center.

3.02 As new sections become available, the dates of publication will be listed in the "Date" column of the listing of sections in Part 2 of this Table of Contents. New sections will be distributed as described in 3.01.

3.03 Ordering Information: Orders should be placed on a "standing order" (automatic distribution) requisition using Form SD.1-80.80 and mailed to:

(a) **Address:**

Western Electric Company, Inc.
Indiana Publication Center
P. O. Box 26205
Indianapolis, Indiana 46226

(b) **Wording:**

"Initial and standing order—to remain in effect until further notice (quantity). Dial Facilities Management Practices (all sections)."

(c) **Exception:**

Much of the material in Division D, Section 7 is not distributed as individual practices but in packages of several practices together. GL 76-10-205 lists these packages and their Select Codes. Orders placed on IPC for this material should include the Select Code and the package name, as listed in the GL.