

SUBJECT	Date
STANDARD OPERATING PROCEDURES MANUAL OFFICE REQUIRED TELEPHONE / FAX LABELS	12-01-99

PURPOSE: To make usage of telephone and facsimilies efficient and easy.

REFERENCES: 1930-C
Florida Statutes
Georgia Statutes
Procedure Memoranda

1. Use labelmaker for ALL necessary information.
2. Required labels for telephone:
 - A. Property phone number with area code
 - B. Property fax number with area code
3. Required labels for facsimile:
 - A. Property fax number with area code
 - B. FMC home office fax number with area code