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EXXON OFFICE SYSTEMS COMPANY

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We have ready to mail you - without any cost or obligation whatsoever - an information-filled booklet that examines the most common communications systems used in business today...giving cost comparisons and suggesting ways to save.

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Entitled "How to Avoid Costly Communications Mistakes," the booklet takes an incisive look at the mails and telephone usage...at teletype and courier services and facsimile...at the whole range of services available to get a message from here to there.

You'll be especially intrigued by what the booklet has to say about costs.

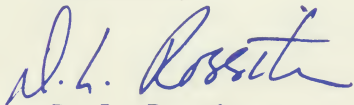
The fact is, the degree of speed you need - and whether a written record is required, or how far away your message must go...all have a critical bearing on what you pay for communicating.

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Sincerely,



D. L. Rossiter
Director, Marketing Communications
Office Systems Marketing Division

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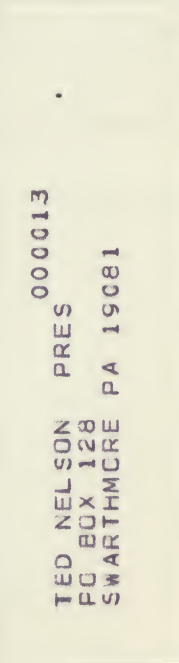
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How to Avoid Costly Communications Mistakes.

Some Tips on More Efficient Ways to Get Your Message Across.

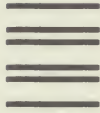
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