One letter each, in one file

The five sheets that follow are four letters, and this index leads to them. No letter names a page number, and none had to: each recipient claims the next so many sheets, and the index leads to the recipient rather than to a sheet. Give the second letter another page and nothing above has to be counted again.

Who this run is for

Baker and Sons — Bristol — CT-4711 — 2 sheets

Halden Joinery — Kendal — CT-4712 — 1 sheet

Westmill Dairy — Truro — CT-4713 — 1 sheet

Corran Bookbinders — Oban — CT-4714 — 1 sheet

Each entry of the index is a go-to document part action: it names the part that claims the sheet, not the sheet itself, so reading software following it lands on that recipient's first page wherever that page has moved to. A mailing house reads the same parts to know where to cut and what to fold.

Baker and Sons

Bristol, United Kingdom

Our reference: CT-4711

Subject: Your delivery window from September

Dear Sir or Madam,

We are writing to every account served from this depot, because the round that reaches you changes at the end of the month. Nothing you have ordered is affected, and the prices agreed in March stand until they are next reviewed. Should the new arrangement not suit you, reply to this letter quoting the reference above and we will keep the old one for you until the end of the year.

Yours faithfully,

R. Alderton

Depot manager

What changes, and when

The round leaves the depot an hour earlier and calls in the reverse order, so an address served last is now served first. Deliveries falling on a public holiday move to the working day after it rather than the one before. An order placed after four in the afternoon travels on the round after next, which is one day later than it used to.

Halden Joinery

Kendal, United Kingdom

Our reference: CT-4712

Subject: The crates returned in July

Dear Sir or Madam,

We are writing to every account served from this depot, because the round that reaches you changes at the end of the month. Nothing you have ordered is affected, and the prices agreed in March stand until they are next reviewed. Should the new arrangement not suit you, reply to this letter quoting the reference above and we will keep the old one for you until the end of the year.

Yours faithfully,

R. Alderton

Depot manager

Westmill Dairy

Truro, United Kingdom

Our reference: CT-4713

Subject: Collection moved to Tuesdays

Dear Sir or Madam,

We are writing to every account served from this depot, because the round that reaches you changes at the end of the month. Nothing you have ordered is affected, and the prices agreed in March stand until they are next reviewed. Should the new arrangement not suit you, reply to this letter quoting the reference above and we will keep the old one for you until the end of the year.

Yours faithfully,

R. Alderton

Depot manager

Corran Bookbinders

Oban, United Kingdom

Our reference: CT-4714

Subject: The paper stock held for you

Dear Sir or Madam,

We are writing to every account served from this depot, because the round that reaches you changes at the end of the month. Nothing you have ordered is affected, and the prices agreed in March stand until they are next reviewed. Should the new arrangement not suit you, reply to this letter quoting the reference above and we will keep the old one for you until the end of the year.

Yours faithfully,

R. Alderton

Depot manager