

B S m # 778 B

SAGE DATA TRANSMISSION SYSTEMS — SAGE SERVICES
DESCRIPTION AND USE OF MARKER CARD-SAGE, FORM E-4429

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1.00 GENERAL

1.01 This section covers the description and use of MARKER CARD-SAGE, Form E-4429 at SAGE Trouble Report Centers.

1.02 Marker cards are provided to show the purpose for which Circuit Layout or History cards are temporarily removed from the active card file. In order to accomplish this they are substituted in place of Circuit Layout and History cards at the time the cards are removed.

2.00 DESCRIPTION

2.01 The cards are of white thirty-point fiber. Each card is designed to serve as a dual purpose marker. One end of the card is banded with a solid red color and has the designation CUSTOMER REPORT printed on both sides of the card so as to be visible from either side when the marker is inserted in the file. The other end of this

card is banded with alternate red and white 1/4-inch vertical stripes and has the designation OTHER printed on both sides of the card so as to be visible from either side when the marker is inserted in the file. The tops and bottoms of the cards are treated for wear by a covering of cellulose acetate. The cards are 5 3/8 inches long and 8 inches wide. The 5 3/8 inch length permits them to extend 3/8 inch above the 5 inch Circuit Layout or History cards, permitting the marker cards to be seen readily. The marker card described in the preceding paragraph is shown in Fig. 1.

2.02 If a Circuit Layout or History card is removed because of a customer report, the marker card shall be inserted so that the solid red color band extends above the Circuit Layout or History cards in file. If a Circuit Layout or History card is removed for any other reason, such as routine tests, circuit order activity, etc., the marker card shall be inserted so that the red and white color band extends above the Circuit Layout or History cards in file.

3.00 METHOD OF ORDERING

3.01 These forms are packaged in units of twenty-five (25) marker cards per package. The forms shall be ordered by package unit, specifying the form number as follows:

(Quantity) Package(s) Form E-4429.

OVER REPORT

Form E-4429
(5-56)

Printed in U. S. A.

Fig. 1