



## ***ECONOMY IN PRINTING AND STATIONERY.***

The present need for drastic economy in money and material makes it imperative that all possible means be used to effect economy in printing and stationery.

### **ENVELOPES**

- (1) DON'T use a large envelope when a small one will do by folding the enclosure to the smallest practicable size.
- (2) DON'T use a new envelope when an old envelope can be used with an "economy" label. Save for future use any economy-labelled envelopes you receive.

### **PAPER**

- (3) DON'T use foolscap paper when a quarto or octavo sheet will do. Octavo will suffice for short letters and quarto for minute sheets and files in many cases.
- (4) DON'T use a new sheet of paper for rough drafts, notes or messages when the backs of obsolete forms or of memoranda, which have served their purpose are available.
- (5) DON'T keep stocks of paper and forms in a place open to dust—dirt leads to waste.

### **BLOTTING PAPER**

- (6) DON'T be extravagant with blotting paper, it is expensive.

### **PADS FOR INDIA-RUBBER STAMPS**

- (7) DON'T leave the lid of the tin open. The life of a pad is prolonged if the lid is closed, and the tin is turned upside down when not in use.

### **TYPING AND DUPLICATING**

- (8) DON'T type on one side of the paper only and don't use double-spacing, unless you have instructions to do so for particular documents or classes of documents.
- (9) DON'T insist on re-typing for trifling errors. A manuscript correction saves paper and the typist's time.
- (10) DON'T ask for unnecessary carbon copies.
- (11) DON'T have copies typed of printed or duplicated circulars, etc. If further copies are required get them from the source.
- (12) DON'T throw away carbon sheets when they are only half exhausted nor discard typewriter ribbons until they have been turned.
- (13) DON'T neglect the regular cleaning and oiling of machines. A clean typewriter means its longer life, fewer repairs and better output.

## PRINTING AND DUPLICATING

- (14) DON'T be extravagant in ordering printing. Printing charges are high and paper is scarce and costly.
- (15) DON'T print if duplicating will serve the purpose.
- (16) DON'T introduce different coloured inks in printing matter unless absolutely necessary.
- (17) DON'T duplicate if a typist can run off a sufficient number of carbon copies at one typing.
- (18) DON'T ask for more proofs than are necessary. One set should suffice in normal cases.
- (19) DON'T send "copy" to be printed or duplicated before it is in its final form. Heavy corrections or re-typing are costly. Untidy or unfinished "copy" may mean re-setting the whole job.

## FORMS

- (20) DON'T create more forms than are absolutely necessary. Whenever possible adapt and use standardised forms.

## MISCELLANEOUS

- (21) DON'T use large memorandum books when smaller ones will suffice and don't use small ones unless absolutely necessary.
- (22) DON'T leave the cover off the bottle—ink evaporates, paste hardens, and gum gets dirty and thick by undue exposure.
- (23) DON'T use wire clips or paper fasteners when pins will serve. Pins are cheaper; consume less metal and are more effective.

## WASTE

- (24) DON'T throw wrapping paper and string away. Save it for future use.
- (25) DON'T burn or throw away waste paper. Save it for collection by the Salvage Authorities.
- (26) DON'T FORGET THAT A SMALL ECONOMY IN EACH OFFICE MEANS A LARGE SAVING THROUGHOUT THE WHOLE SERVICE.
- (27) DON'T REGARD THESE INSTRUCTIONS AS TRIFLING. THEY ARE NOT. THEIR OBSERVANCE MEANS MORE MONEY AND MATERIAL FOR OTHER PURPOSES AND THAT IS NOT A TRIFLING MATTER.

By Order,

B. E. SARGEAUNT,

Government Secretary.

Government Office, Isle of Man.  
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