

COIN TELEPHONE INSTALLATION PRACTICE

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1. GENERAL

1.01 The following material explains the operation of the "Single Visit Coin Telephone Installation Group" and the methods used by this group to perform service order and certain repair/maintenance work on Coin Telephone Stations.

1.02 This section has been revised to update procedures and add information pertaining to the processing of contractors bills. Due to the extensiveness of the revision marginal arrows have been omitted. Included in this practice are the procedures to be used by those groups performing activities related to work assigned to the Single Visit Coin Telephone Installation Group.

1.03 Under the Single Visit concept, the installer is provided with a key to the coin receptical compartment and is able to install or remove a coin telephone station in one visit.

1.04 The Single Visit Coin Telephone Installation Group is assigned to the District Equipment Superintendent in whose area their reporting center is located. In addition, this group is responsible for maintaining all Plant standards with respect to quality, quantity and safety performance.

2. ORGANIZATIONAL RESPONSIBILITIES

2.01 In this section, the responsibilities of the Coin Installation Group and the organizations which contribute to the operating efficiency of this group are briefly explained. Specific methods for the accomplishment of these responsibilities are explained in detail throughout the practice.

COIN TELEPHONE INSTALLATION GROUP

2.02 This group is responsible for the completion of all coin telephone service orders in their assigned areas. In addition, certain repair/maintenance requests referred to the Coin Dispatch Center by Repair Service Centers, are handled by this group.

(a) These requests are:

- (1) All coin telephone instrument substitutions, when it is determined by local area personnel that the instrument cannot be repaired in the field.
- (2) Major repair of booths, shelves, mountings, and associated equipment.

(b) This group is also responsible for:

- (1) Coordinating and supervising all coin telephone contract work. See section 10 of this practice for information pertaining to the processing of contractors bills.
- (2) Performing routine tests and inspections on coin stations as a result of analysis work performed by local Repair Service Foreman and/or the Coin Installation Foreman.

2.03 It is not intended that the Coin Installation Group assume routine upkeep work normally performed by the local Plant groups. When an unsafe or emergency condition exists, which requires the service of a Coin Installer, local area personnel will temporarily eliminate the unsatisfactory condition before referring it to the Coin Dispatch Center.

COMMERCIAL

2.04 All coin telephone contacts received by the Business Office requiring a service order will be forwarded to the Service Order Center on a Form 1532A (Customer Contact Order Memorandum).

2.05 Upon receipt of the Form 1532A (Customer Contact Order Memorandum), the Service Order Center will pre-edit, edit, type and send all coin telephone service orders to the Assignment Department.

- 2.06 Service orders due dated for the next day must be processed by 11:00 A.M. In addition, all service orders must be processed on the day they are received.
- 2.07 Duplicate service order information will be forwarded by 3:00 P.M. to the Coin Collection Center and to the Coin Foreman via Data Transmission. (In combined office only)
- 2.08 Changes and/or corrections affecting coin telephone service orders shall be relayed promptly by the Business Office to Plant and, when necessary, to the Coin Collection Center.

COIN TELEPHONE MARKETING DEPARTMENT

- 2.09 The Coin Telephone Salesman will:
- (a) Make premise visits on all Coin Telephone requests for new service.
 - (b) Contact the local Business Office to issue service orders for Semi-Public Coin Telephones having enclosures and all Public Coin Telephones.
 - (c) Obtain all necessary permits and authorization necessary for erection or installation of all Public or Semi-Public Coin Telephone Booths, signs, lights, conduit etc.
 - (d) Issue Form 1337 (Coin Telephone Work Sheet) for all coin installation, moves and/or changes on coin stations with enclosures.

REPAIR SERVICE CENTERS

- 2.10 Repair Service Centers will be responsible for:
- (a) Final testing of all coin service orders.
 - (b) Ordering cash compartment keys from the Coin Collection Centers for maintenance change-outs.
 - (c) Referring all major trouble reports (coin station change outs, booth, shelf and trouble conditions that cannot be cleared by local repair forces) to the Single Visit Coin Group.

COIN TELEPHONE COLLECTION CENTER

- 2.11 This organization will provide the necessary cash compartment keys, collection cards, spare cash compartment locks, and cash receptacles required by the Coin Installation Group and maintain the records necessary to administer this operation.

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MESSENGER SERVICE

2.12 The Messenger Service will be responsible for the pick-up, delivery, and return of all coin receptacles between the Coin Collection Center and the Coin Installation Center on a daily basis.

ASSIGNMENT DEPARTMENT

2.13 Duplicate service order information will be forwarded by 3:00 P.M. to the Coin Collection Center and to the Coin Foreman via Data Transmission. (In Plant Service Centers served by non-combined Commercial Office).

2.14 The Assignment Department will notify the Coin Installation Foreman of all facility changes affecting coin telephone service not covered by coin service orders on a Form 2574 (Line or Station Transfer).

COIN DISPATCH CENTER

2.15 The Coin Dispatch Center is a location designated by local supervision for keeping an active log of the location and work activity for each coin telephone installer. In addition this location will:

- (a) Forward completed work logs to the Coin Installation Foreman daily.
- (b) Receive major repair and/or maintenance requests from local Repair Service Centers.
- (c) Arrange to have Coin Installer handle major repair and/or maintenance requests and pre-established routines.

COIN INSTALLATION FOREMAN

2.16 The Coin Installation Foreman will be responsible for:

- (a) Installation of all coin telephone equipment.
- (b) Major repair and/or maintenance on all coin telephone equipment.
- (c) Ordering coin telephone equipment.
- (d) Assigning work operations to craftsmen.
- (e) Analyzing and maintaining coin trouble reports.*
- (f) Coordinating all coin telephone contract work.
- (g) Maintaining records of work operations done by outside contractors.

(h) Recording turn around coin telephone set stock.

**Note: Local operations may require this function be performed at a designated Repair Service Center; however, it is important that all conclusive data be forwarded to the Coin Installation Foreman for his personal file.*

3. FLOW CHARTS

3.01 In this section, flow charts illustrate the method of handling subscriber service requests and associated service order activity, trouble reports and cash compartment key requests. See Appendices 1 thru 6.

4. ORDERING AND STOCKING COIN TELEPHONE EQUIPMENT

4.01 A special coin locker containing coin telephones and associated piece parts will be located in the Coin Installation Center.

4.02 The Supply Department will be responsible for maintaining the coin locker material racks.

4.03 The Coin Installation Foreman will order all coin telephones, booths shelves and signs in accordance with Field Administration Section 004-736-010SN.

4.04 Coin collectors, booths and shelves removed from service and in good condition will be routined in accordance with standard BSP's and stored for reuse. In addition, coin collectors will be assigned new tag number, lock and cash receptacle.

4.05 All material in poor condition or considered to be surplus will be returned to Supply Department in accordance with standard procedures.

5. HANDLING REPAIR AND MAINTENANCE REPORTS

5.01 Coin trouble reports received by the Repair Service Bureau will be referred to local repairmen. Upon completion of a repair visit the local repairmen will:

- (a) Complete Form 5796 (Coin Trouble Memorandum).
- (b) Sign off trouble report with the Repair Service Bureau.
- (c) Forward all trouble memorandums to his immediate supervisor.
- (d) Refer back to the Repair Service Bureau major troubles requiring the Single Visit Coin Group in applicable areas.

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5.02 The Repair Service Bureau will:

- (a) Forward all major repair and maintenance work to the Single Visit Coin Group.
- (b) Telephone the Coin Collection Center or Single Visit Coin Group for cash compartment keys for coin telephone sets to be changed because of maintenances reasons.

5.03 Local Installation and Repair Foreman receiving coin trouble memorandums from their repairmen will:

- (a) Review trouble memorandums for accuracy and completion.
- (b) Forward all trouble memorandums to the Coin Installation Foreman).

5.04 The Coin Dispatch Center will:

- (a) Receive requests for major repairs and maintenance work from the Repair Service Bureaus.
- (b) Arrange to have Coin Installers handle major repair and/or maintenance work and pre-established routines that does not require cash compartment keys.
- (c) Refer coin trouble reports to the Coin Installation Foreman or Single Visit Coin Group that require cash compartment keys.
- (d) Maintain a work log for each Coin Installer.

5.05 The Coin Installation Foremen will:

- (a) Maintain a file on all coin trouble memorandums for analyzation.
- (b) Assign major repairs requiring cash compartment keys.
- (c) Distribute all coin collection material to the Coin Installers.

5.06 The Coin Installer will:

- (a) Complete all major repair and maintenance work received from the Coin Dispatcher or Coin Installation Foreman.
- (b) Receive and return all coin collection material (See Section 6) required for coin station change-outs from the Coin Installation Foreman.

6. COLLECTION MATERIAL

- 6.01 Coin collection material, such as keys, locks, cash receptacle boxes, and collection cards will normally be required in performing service order work and replacing existing coin telephone stations for maintenance reasons.
- 6.02 This material is provided to the Single Visit Coin Group by the Coin Collection Center from service order and maintenance change-out information forwarded to their office. Single Visit Groups remote from the Coin Collection Center will receive and return coin collection material in specially provided sealed coin receptacle carrying cases.
- 6.03 Coin receptacle boxes will be provided to each installer in individual carrying cases daily by the Coin Collection Center.
- 6.04 The Coin Installation Foreman is responsible for the distribution of cash collection cards and cash compartment locks to each installer. In connection with the cash compartment keys, a special hasp-lock is provided for each installer to hold the individual keys.
- 6.05 Upon the completion of the work day, the installer will place all collection cards used in completing work activity that day in his assigned carrying case with all cash receptacle boxes (used and unused) and prepare the carrying case for return to the Coin Center.
- 6.06 Keys and cash collection cards which were not used in the day's work (e.g., no access) will be returned to the foreman at the end of the work day. In the event the foreman is not available to receive the material, the installer will leave it in his vehicle safe to be returned to the foreman on the next working day.
- 6.07 All cash receptacle carrying cases (installer's and foreman) will be returned to the Coin Collection Center daily. In remote locations, the carrying cases will be sealed (each employee is assigned his own identification seal) and stored in an assigned locker for pick-up and delivery to the Coin Center.
- 6.08 Discrepancies found in collection material returned to the Coin Collection Center will be referred to the Coin Installation Foreman for his immediate investigation.

7. INSTALLER'S WORK OPERATION

- 7.01 This section outlines the methods and procedures to be used in conjunction with standard installation and maintenance practices for installing, removing and maintaining coin telephone station equipment.

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7.02 Before performing any work operations on the customer's premise, the Coin Installer should review with the subscriber the purpose of his visit.

7.03 Upon completion of a work assignment, the Coin Installer in addition to signing off the work operation in the local area, shall telephone the Coin Dispatch Center.

SECURITY

7.04 The Coin Installer shall store all cash compartment keys not fastened to his person and other collection material in the vehicle safe except when required for completing a work operation.

7.05 Tools, equipment and material shall be protected in such a manner as to minimize possible loss. Vehicles left unattended shall be locked.

7.06 In the event an attempt is made by an unauthorized person to gain access to the vehicle or its cash while the Coin Installer is present, the Coin Installer shall offer no resistance. Incidents of this nature should be referred to the local authorities and supervision by the Coin Installer only after it is certain that no injury to by-standers or to himself can occur.

SERVICE ORDERS, TROUBLE MEMORANDUMS AND COLLECTION MATERIAL

7.07 Coin telephone service orders, trouble memorandums involving coin station change-outs and coin collection material (collection cards and cash compartment keys and locks) will be issued to each Coin Installer by the Coin Installation Foreman.

NEW INSTALLATIONS

7.08 Equipment shipped from the Western Electric Co. for new coin telephone service that includes the installation of a booth will in general have the coin telephone mounted and fully secured.

7.09 Enclosures which are assembled in the field will require the placement of the coin telephone set by the Coin Installer. Coin telephone sets for these installations will include the coin receptacle box (receptacle box and lock will have been installed in the set at the Western Electric Co. or at the Coin Telephone Set Locker).

7.10 Upon completion of the physical portion of the installation, the installer shall call the local Repair Service Center to obtain a loop, ground and coin relay test on the station.

7.11 The installer shall record the values obtained from these tests on a Form 5796 (Coin Memorandum) for review by the Coin Installation Foreman before final posting of these values is made on the station line cord. The installer will also record the values of these tests on Fig. 8.

7.12 The completed service order work shall be signed off in accordance with standard practices and at locations determined by local operation procedures.

COIN TELEPHONE CHANGE-OUTS

7.13 Coin telephone change-outs will be made to satisfy the following conditions:

- (a) Local Repair Service Centers have reported to the Coin Dispatch Center that a coin station must be change-out because of maintenance reasons.*
- (b) If the subscriber has requested a change, a service order will be issued for this type of work.

Note: Prior to the removal of a coin telephone set for maintenance reasons, the Coin Telephone Installer should perform a coin station set routine to determine if the trouble is in the set and cannot be repaired.

PROCEDURES FOR HANDLING COIN RECEPTACLE BOXES AT IN-SERVICE STATIONS

7.14 In order to assure full security at coin change-outs that require the handling of coin receptacle boxes, the step-by-step procedures outlined below are to be followed after the reason for the visit has been reviewed with the subscriber.

- (a) Remove the associated cash compartment key and collection card from the safe.
- (b) Remove cash compartment lock and cash receptacle from coin station.
- (c) Verify the cash receptacle number with the entry number on collection card. (If the numbers differ, the Installer will draw a line through the number entered on the collection card and re-enter the correct number).
- (d) Complete information on cash collection card. (Form 5624)
- (e) Return to vehicle and place the cash compartment lock and key cash receptacle box and collection card in the safe.
- (f) Re-enter the customer's premises and perform the station change-out.
- (g) Call the local Repair Service Center for a loop, ground and coin relay test.
- (h) Sign off the service order or trouble memorandum at locations determined by local operating procedures.

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7.15 Inside moves are as follows:

- (a) Remove the associated cash compartment key and collection card from the safe.
- (b) Remove cash compartment lock and cash receptacle from coin station.
- (c) Verify the cash receptacle number (see Step #3 under Coin Telephone Change-Outs).
- (d) Return to vehicle and place cash compartment lock and key, cash receptacle box and collection card in the safe.
- (e) Re-enter the customer's premises and complete the inside move.
- (f) Return to vehicle and remove from the safe the cash compartment lock, key, collection card and a new cash receptacle.
- (g) Return to the coin station and place the cash receptacle and lock in place.
- (h) Complete cash collection card (Form 5624).
- (i) Call the local Repair Service Center for a loop, ground and coin relay test.
- (j) Sign off the service order at locations determined by local operating procedures.

DISCONNECTING COIN TELEPHONE STATIONS

7.16 Service orders issued for disconnecting coin telephone service fall into one of the following categories:

- (a) "O" orders which completely remove the service.
- (b) "F" orders which move the service to a different address.
- (c) "C" which change the class of service to a type other than coin.
- (d) "TD" orders which temporarily disconnect the service.

- 7.17 The step-by-step procedures outlined below are to be followed when removing a coin telephone from service:
- (a) Remove the associated cash compartment key and cash collection card from the safe.
 - (b) Return to coin station and remove cash compartment lock and cash receptacle.
 - (c) Complete information on cash collection card (Form 5624).
 - (d) Return to vehicle and place cash compartment lock and key, cash receptacle box and collection card in the safe.
 - (e) Re-enter the customer's premises and remove the coin telephone.
 - (f) Sign off the service order at location determined by local operating procedures.

IDENTIFYING CASH COMPARTMENT LOCKS AND DOORS REMOVED FROM SERVICE

7.18 When a cash compartment lock and door is removed from service for any reason, the Coin Installer will place a "Lock Sticker" label on cash compartment door. The Coin Installer will indicate on the label the collection route and stop number, at which the door was removed. This information can be obtained from the associated cash collection card.

7.19 Handling of uncollected coins found in coin telephone stations are as follows:

- (a) "IMPORTANT": All coins, slugs, etc. found in coin telephone stations must be accounted for by the employee involved in strict compliance with this practice and BSP 469-050-905SN.
- (b) Under no circumstances shall refunds be made by Installers, Repair Service Clerk, Testmen, or Repairmen to users of coin telephone stations claiming to have made deposits without receiving service. In case of such a claim the craftsman shall inform the claimant that the money will be returned by mail, and shall ascertain the name, address, amount deposited, date and any other pertinent information. The craftsman shall report this information to the Chief Operator of the exchange by which the coin telephone station is served.
- (c) "IMPORTANT": Craftsmen must use extreme caution not to substitute personal coins with those found in coin telephone stations.

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- (d) Installer Repairman procedures when an installer or repairman finds uncollected coins, slugs, etc. in coin telephone stations, they shall be handled in accordance with the following procedures:
- (1) Disposition of good coins when the test desk is attended. Proceed as outlined in BSP 469-050-905SN Paragraph 2.02.
 - (2) Disposition of mutilated coins, slugs, etc. when test desk is attended. Proceed as outlined in BSP 469-050-905SN Paragraph 2.03.
 - (3) Disposition of overflow coins when the test desk is attended the craftsman shall:
 - (a) If after leveling the coin receptacle, there is an overflow of coins, slugs, etc. which would fill the coin receptacle to capacity, the overflow shall be placed in an Overflow Envelope Form 2270.
 - (b) Show on the Overflow Envelope the date, telephone number, number and denomination of coins, number of slugs, etc. enclosed. The envelope shall then be sealed and signed by the craftsman.
 - (c) List the number and denomination of coins, number of slugs, etc. on the service order or trouble memorandum.
 - (d) Call the test desk and report the number and denomination of coins, number of slugs, etc. enclosed in the Overflow Envelope.
 - (e) The Testman will record the number and denomination of coins, number of slugs, etc. enclosed in the Overflow Envelope on a Trouble Ticket of the coin telephone station involved.
 - (f) The craftsman shall place the collection card and Form 2270 in the cash receptacle carrying case which he will place in the truck safe.
 - (4) Disposition of coins, slugs, etc. when test desk is unattended. The craftsman shall:

- (a) Place all uncollected coins, slugs, etc. in an Overflow Envelope Form 2270. Proceed as in Paragraph (c) (2), (3) and (6).
- (5) Disposition of coins, slugs, etc. on non-working coin telephone stations. The craftsman shall:
 - (a) Proceed as in C (2), (3) and (6).
- (6) Disposition of coins, slugs, etc. found in lower housing outside of cash receptacle. The craftsman shall:
 - (a) List the number and denomination of coins, number of slugs, etc. on the service order or trouble memorandum.
 - (b) Enclose all overflow coins and/or slugs in an Overflow Envelope Form 2270.
 - (c) Complete information on Form 2270 and collection card.
 - (d) Place collection card and Form 2270 in the cash receptacle carrying case which he will place in the truck safe.

8. SECURITY

- 8.01 The security measures outlined in Field Administration Section 004-738-010SN (Security and Control of Buildings, Supplies and Motor Vehicles) are applicable to the Single Visit Coin Installation Group.
- 8.02 Specific security measures to be applied to the handling of cash compartment keys, locks and cash receptacle boxes are covered in this practice.
- 8.03 In addition the Coin Collection Office will perform impromptu security checks in the handling of coin receptacle boxes and cash compartment keys.

9. COIN STATION MAINTENANCE

- 9.01 See Section 506-900-503 or the Coin Maintenance Check Booklet for the tests and inspections to be performed on each coin telephone station trouble or routine visit.
- 9.02 See the appropriate BSP for information regarding the tools, gauges, and materials available for use on coin telephones.

10. PROCESSING CONTRACTOR'S BILLS

10.01 A five part Form #1104 (Contractor's Voucher) will be used to process bills received from contractors i.e., electricians (see Figure 9).

10.02 The foreman requesting the work will fill out the upper portion of the form, indicating the work to be done as follows:

- (a) Contractor's name.
- (b) Date
- (c) Work order number(s) and account (i.e., 280/828c-Y-M)
- (d) Area
- (e) Work location and address
- (f) Work to be done and service order number.

10.03 The foreman will remove and retain the green copy and forward the orange (last) copy to the Equipment Clerk. The white, yellow, and pink copies will be given to the contractor.

Note: Due to the fact Form 1104 was originally intended to be used by the Constructions Forces; the routing information, written in red, on the left margin of the green and orange copies may be disregarded.

10.04 Upon completion of the work, by the contractor, the foreman will initial and date the green copy and forward it to the Equipment Clerk.

10.05 The white copy of the Form 1104 will be submitted with the bill by the contractor and will contain the following information:

- (a) Number of men used
- (b) Number of man hours
- (c) Labor rate
- (d) Quantity of material
- (e) Unit price

Note: Minor pieces of material may be grouped under the heading of "misc. hardware".

10.06 The foreman will sign the white copy of the Form 1104 in the approval space; affix two copies of a properly prepared Form 3652 (Accounting Classification Tag - Figure 10), with approval signature, and forward these with the bill to the Equipment Clerk.

10.07 The Equipment Clerk will match the bill against the copies in file. The white copy of Form 1104, with one copy of Form 3652 attached to:

Voucher and Supply Supervisor
Room 4A3
10-02-03

10.08 The orange copy of Form 1104, with the duplicate copy of Form 3652 attached, will be retained for record and possible audit trail purposes. The green copy may be destroyed.

11. FORMS

Figure 1	Cash Collection Card
Figure 2	Envelope for Overflow Coins
Figure 3	Lock Sticker
Figure 4	Coin Telephone Work Sheet
Figure 5	Single Visit Key Request
Figure 6	Coin Trouble Memorandum
Figure 7	Tag Number Form
Figure 8	Loop and Ground Resistance Tag
Figure 9	Contractor's Voucher
Figure 10	Accounting Classification Tag

FORM E-5991 (1/70)				COLLECTION ROUTE SHEET				COLLECTOR'S NO.		RECEPTACLE IDENT.						
COLLECTION DATE		COIN CENTER		NAME / ADDRESS / LOCATION / ACCESS				COIN TEST	INSTALLATION	ROUTE	STOP					
ROUTE	STOP	TYPE STA	EXT/B					<input type="checkbox"/> TEST OK.								
TEL NUMBER		KEY NUMBER						<input type="checkbox"/> OUT OF SER.		<input type="checkbox"/> PL. FAST	<input type="checkbox"/> RELOCK	TEL NO.				
CONTACT NO		PCD	INTERVAL					<input type="checkbox"/> CLEARED BY COL.		<input type="checkbox"/> R: FAST	<input type="checkbox"/> DON'T LOCK	RECEP. NO.	BY			
DIR-1	DIR-2	INSTR. CARD						<input type="checkbox"/> REPT. TO REP.		<input type="checkbox"/> CH. LOCK	<input type="checkbox"/> SUBST.	RECEP. NO. PLACED				
TYPE OF SPL COLL.								COLLECTION NOT MADE				<input type="checkbox"/> OTHER	DATE COLLECTED	OVER FLOW		
SECURITY												<input type="checkbox"/> NO ACCESS	<input type="checkbox"/> WRONG KEY	<input type="checkbox"/> LOCK PICK	<input type="checkbox"/> NO ATTEMPT	NEW LOCK NUMBER
								<input type="checkbox"/> CAN'T LOCATE		<input type="checkbox"/> BAD LOCK	<input type="checkbox"/> STRONG ARM	<input type="checkbox"/> OTHER	SERVICE ORDER NO.	COLLECTOR'S NO.	LARC	

Figure 1

After completing this portion of the card per paragraph 7.14 of this practice; remove it along the perforation and place it under the hasp of the corresponding receptacle before returning it to the Collection Center.

FIGURE 2

FORM 2270
(REV. 3-55)

**This Envelope Contains
Overflow Coins from**

Tel. No. _____

Recep. No. _____

Rt. No. _____ **Stop No.** _____

	Coins	Slugs
Nickels		
Dimes		
Quarters		
Total		
Date _____		
Collector _____		

FIGURE 3

TEL. NO. _____

KEY NO. _____

RT. _____ **STOP** _____

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FORM 1337

Rev. 10-62

FIGURE 4

COIN TELEPHONE WORK SHEET

Mr. _____
 District Plant Engr., Conduit
 George Street, New Haven

EXCHANGE _____ TEL. NO. _____ S.O. NO. _____ DUE DATE _____

ADDRESS _____

CUSTOMER NAME _____

CUSTOMER'S PROPERTY OWNS-RENTS

RIGHT OF WAY CLEARED YES-NO

Draw outline of premises. Indicate exact location of booth and guard posts with measurements from permanent markers such as buildings, curbs, etc. exact route of conduit for tel. and elec. service shall also be shown.

S-PLAN

BOOTH	WALK-UP	LEGEND DRIVE-UP	GUARD POST	CONDUIT
				__ T __ T __ (TEL) __ E __ E __ (ELEC.)

ISSUED BY (MARKETING) _____ DATE _____ TEL. NO. _____

REVIEWED BY (PLANT) _____ DATE _____ TEL. NO. _____

WORK COMPLETED _____ DATE _____

CONTRACTORS VOUCHER

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FIGURE 9

CONTRACTOR: J. CONNECTOR ELECTRICIAN	SNET ACCOUNTING CLASSIFICATION			DATE: Mar. 1, 1975
	ACCT. 828C % 75	ACCT. 828M % 25	ACCT.	W.O. 280
BILLING THIS WORK ORDER				AREA: 1100
PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/>				JOINT BILLING AGREEMENT NO.
APPROVAL: Approve after bill has been rendered.				SNET CO. NO.

WORK LOCATION: SNET Co.	STREET 310 Orange St. N.H.	TOWN
WORK PERFORMED: Install electrical wiring per specification SN-1963 for one new KS-19425 coin tel. booth.		
Rearrange electrical wiring per specification SN-1963 for one existing KS-19425 coin tel. booth.		

RETAINED BY CONTRACTOR
FORWARD WITH BILL FOR PAYMENT

LABOR:	NAME	CLASSIFICATION	HOURS	HOURLY RATE	AMOUNT
	E.L. BULB	ELEC. HELPER	8	4.00	32.00
	J. CONNECTOR	ELECTRICIAN	8	7.00	56.00
TOTAL LABOR					

EQUIPMENT:	DESCRIPTION	HOURS	HOURLY RATE	AMOUNT
	NONE			
TOTAL EQUIPMENT				

TOTAL LABOR AND EQUIPMENT		
LESS AMOUNT BILLED TO:	CO.	
AMOUNT TO BE PAID BY SOUTHERN NEW ENGLAND TELEPHONE COMPANY		

MATERIAL:		VOUCHER NO. 78749	
QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
10 lengths	1/2" CONDUIT-HEAVY WALL	3.00 ea.	30.00
100'	#12 AWG. COPPER CONDUCTOR	10¢/ft.	10.00
6	#12 CONNECTORS	5¢ each	30
	MISC. (CLAMPS SCREWS ETC.)		10.00
TOTAL MATERIAL			50.30
LESS AMOUNT BILLED TO:	CO.		
AMOUNT TO BE PAID BY SOUTHERN NEW ENGLAND TELEPHONE COMPANY			138.30

FIGURE 10

FORM 3652 (8/70)

SOUTHERN NEW ENGLAND TELEPHONE
ACCOUNTING CLASSIFICATION TAG
 (STAPLE TO UPPER LEFT HAND CORNER OF BILL)

AREA OR BLDNG. GROUP	W. O. OR MOTOR VEH. NUMBER	ACCOUNT	FOR ACCOUNTING USE ONLY	AMOUNT
1100	280	828C		103.72
1100	280	828M		34.58

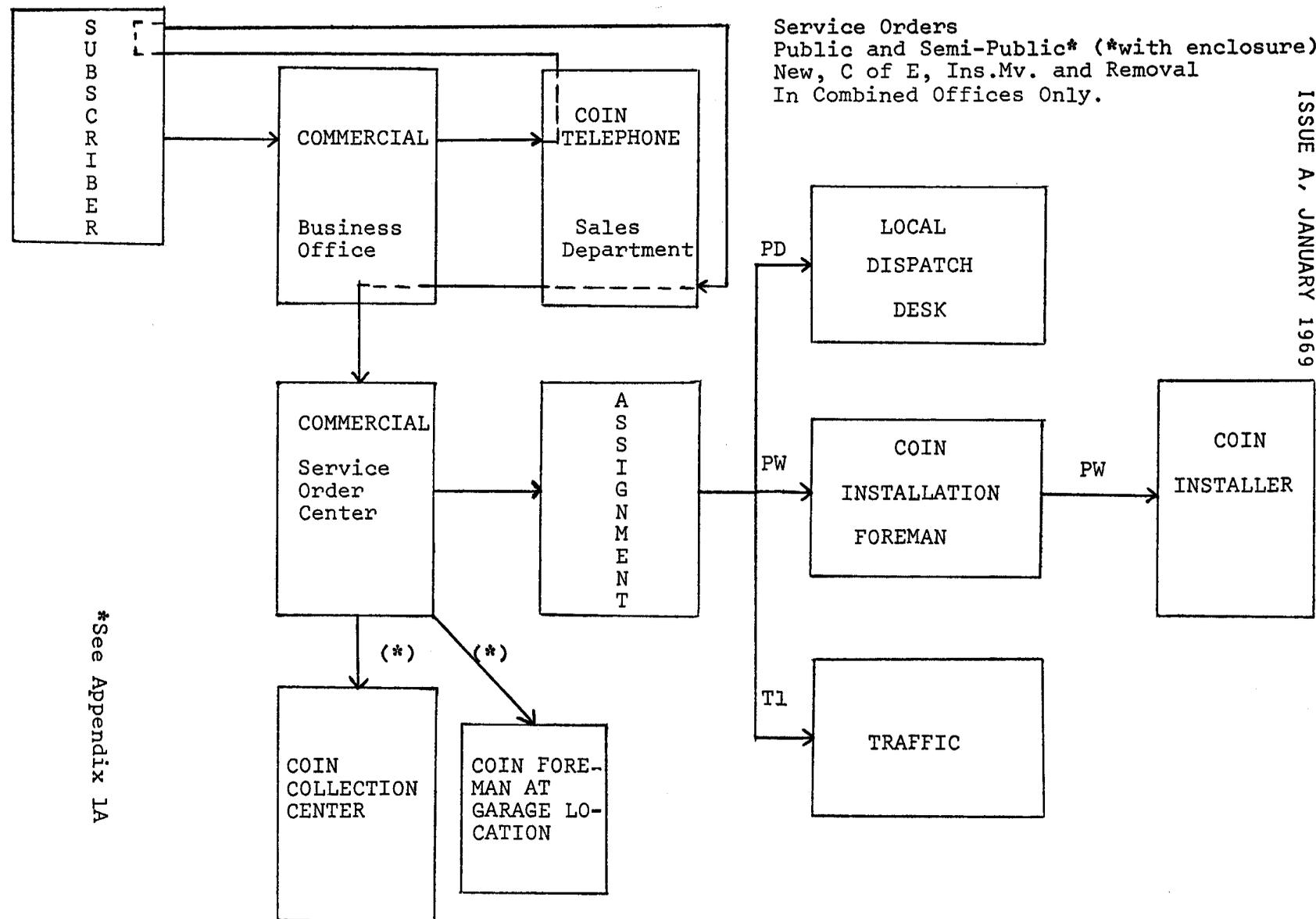
CORRECT

APPROVED	TITLE Fmn. I&R
APPROVED	TITLE Station Methods Supv

INSTRUCTIONS

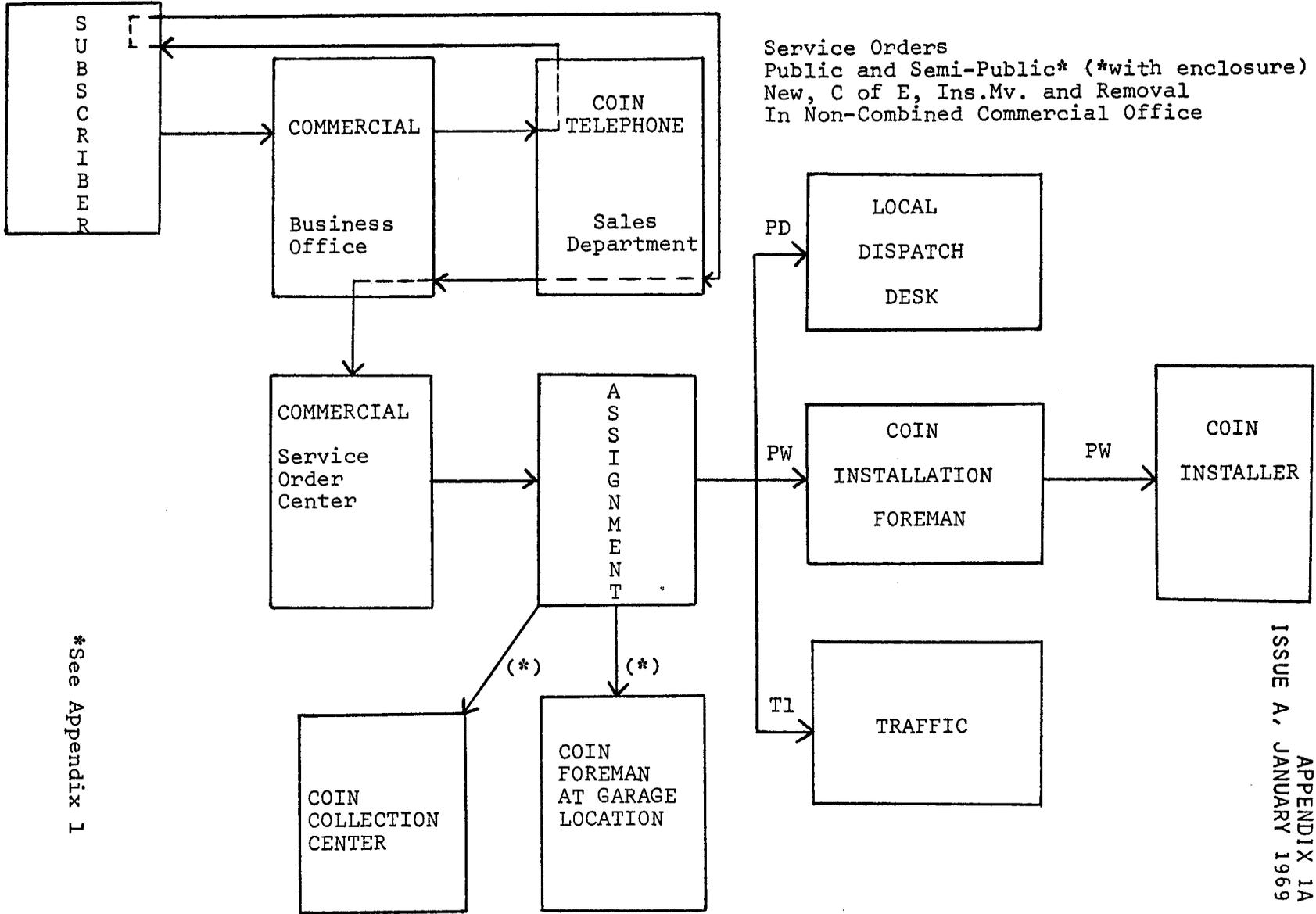
THIS TAG IS TO BE COMPLETELY FILLED OUT AND STAPLED TO ALL UNPAID BILLS WHEN THERE IS INSUFFICIENT SPACE ON THE FRONT OF THE BILL FOR THE ACCOUNTING CLASSIFICATION STAMP.

Service Orders
 Public and Semi-Public* (*with enclosure)
 New, C of E, Ins.Mv. and Removal
 In Combined Offices Only.



*See Appendix 1A

*Transmit over Data Network



Service Orders
 Public and Semi-Public* (*with enclosure)
 New, C of E, Ins.Mv. and Removal
 In Non-Combined Commercial Office

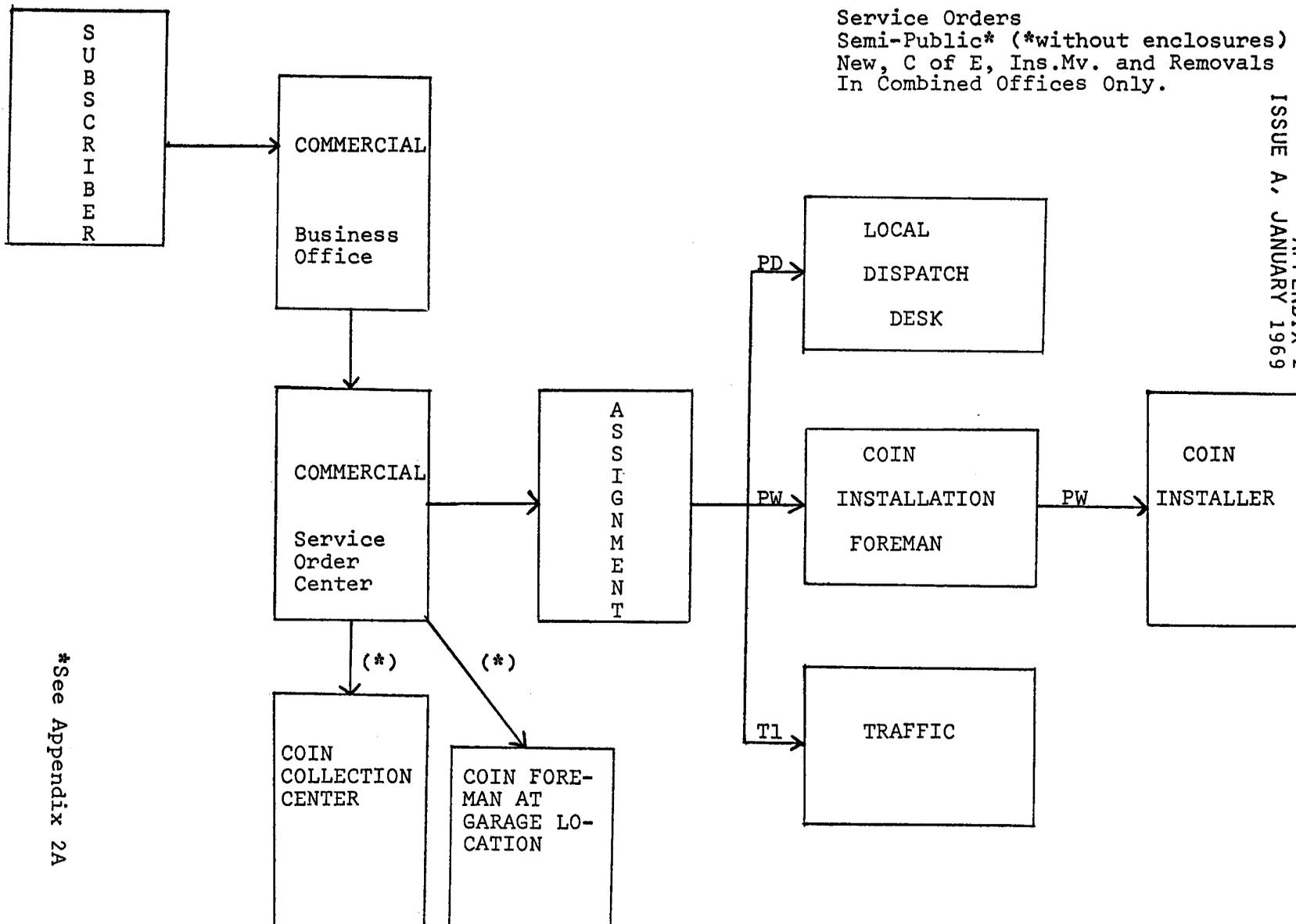
*See Appendix 1

*Transmit over Data Network

SECTION 506-050-900SN
 APPENDIX 1A
 ISSUE A, JANUARY 1969

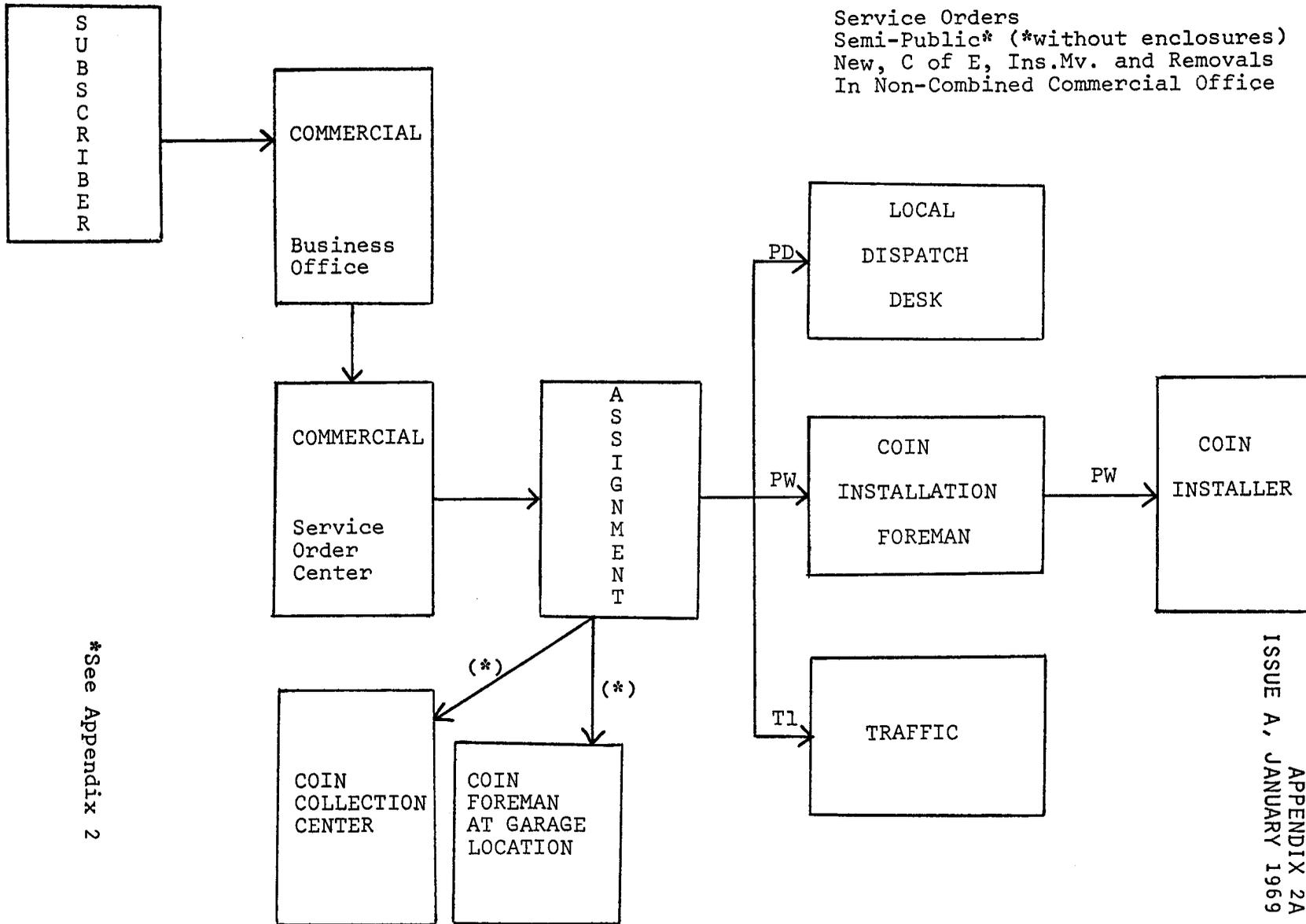
Service Orders
Semi-Public* (*without enclosures)
New, C of E, Ins.Mv. and Removals
In Combined Offices Only.

SECTION 506-050-900SN
APPENDIX 2
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*See Appendix 2A

*Transmit over
Data Network



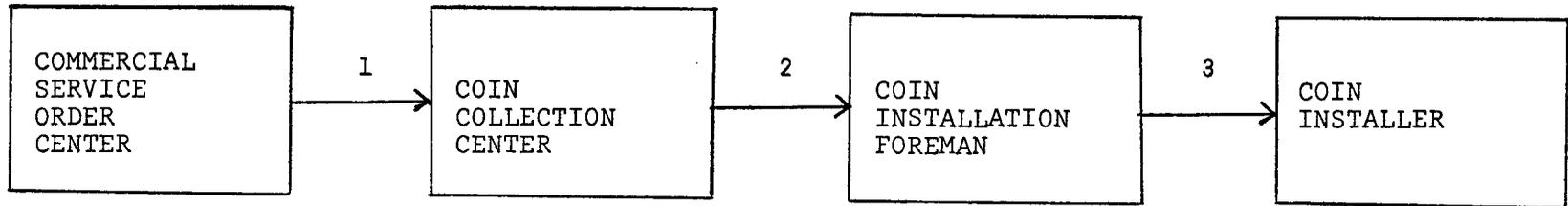
Service Orders
 Semi-Public* (*without enclosures)
 New, C of E, Ins.Mv. and Removals
 In Non-Combined Commercial Office

*See Appendix 2

*Transmit over
 Data Network

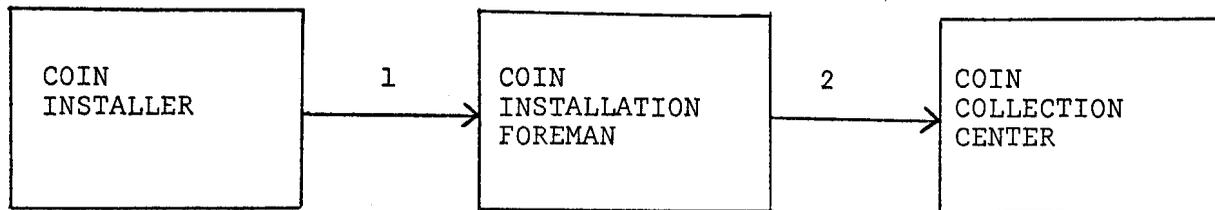
SECTION 506-050-900SN
 APPENDIX 2A
 ISSUE A, JANUARY 1969

(PROCURING KEYS)



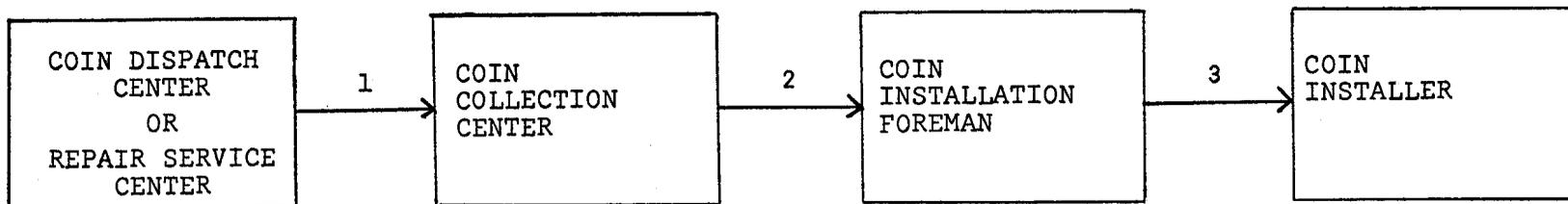
1. Key requests made via Data Network.
2. Keys delivered to Coin Installation Foreman by Messenger Service.
3. Keys assigned to Coin Installer by Coin Installation Foreman.

(RETURNING KEYS)



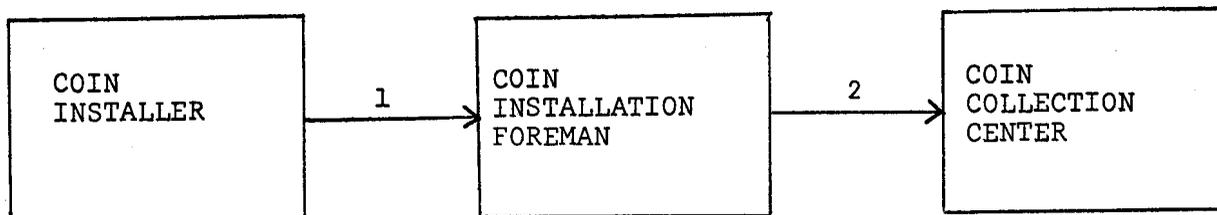
1. Keys returned to Coin Installation Foreman by Coin Installer.
2. Messenger Service picks up keys from the Coin Installation Foreman's Locker and returns keys to Coin Collection Center.

(PROCURING KEYS)



1. Key requests made by telephone.
2. Keys delivered to Coin Installation Foreman by Messenger Service.
3. Keys assigned to Coin Installer by Coin Installation Foreman.

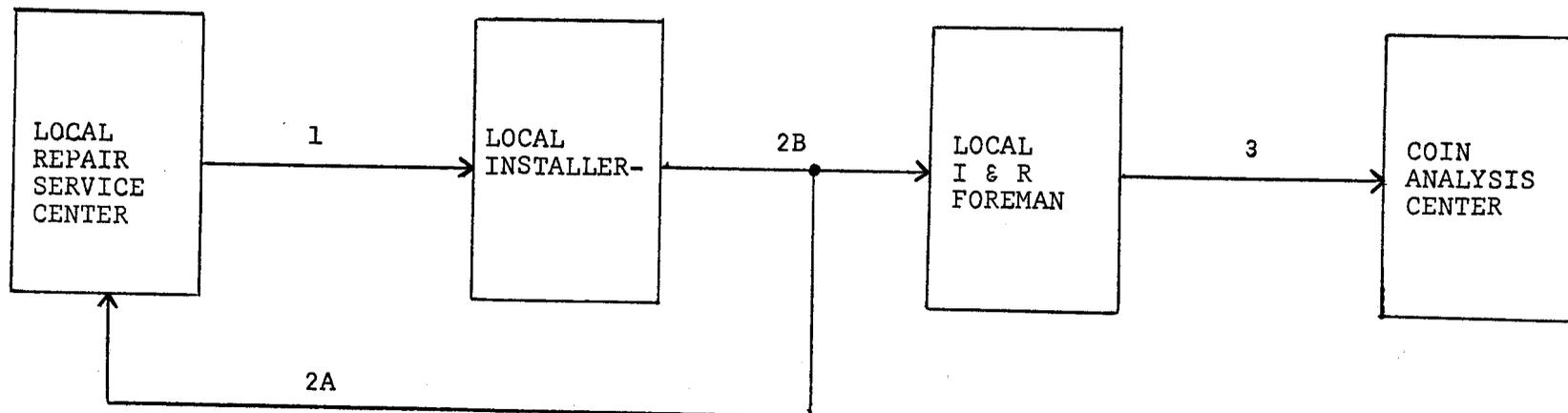
(RETURNING KEYS)



1. Keys returned to Coin Installation Foreman by Coin Installer.
2. Messenger Service picks up keys from the Coin Installation Foreman's Locker and returns keys to Coin Collection Center.

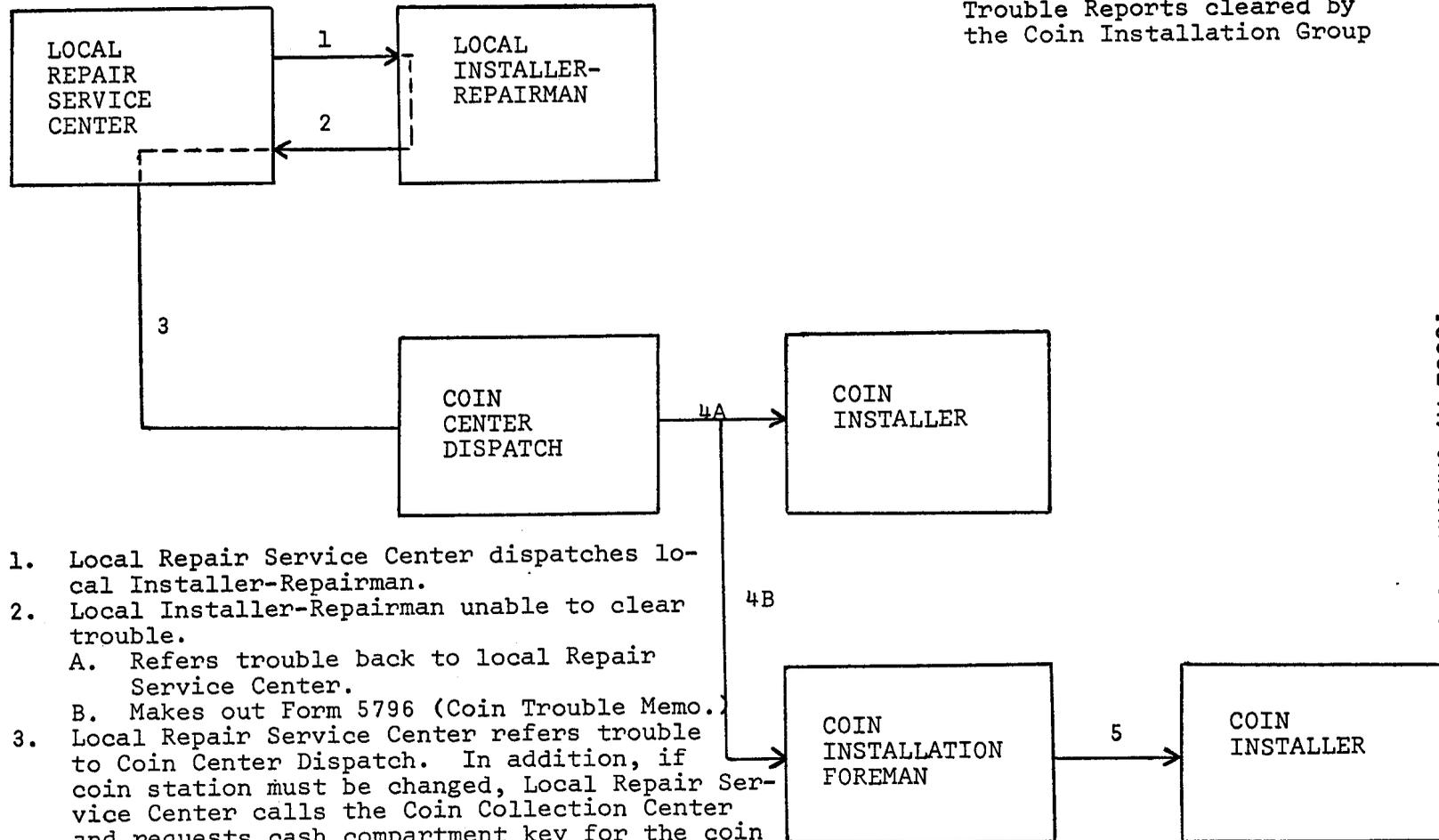
CASH COMPARTMENT KEYS
(Maintenance)

Trouble Reports Cleared by Local
Installer-Repairman



1. Local Repair Service Center dispatches local Installer-Repairman.
- 2A. Local Installer-Repairman clears trouble and signs off trouble report with local Repair Service Center.
- 2B. Local Installer-Repairman makes out Coin Trouble Memorandum (Form 5796) and forwards to his Foreman.
3. Local I & R Foreman reviews Coin Trouble Memorandum for accuracy and completeness and forwards to the Coin Analysis Center (i.e. local Repair Service Center, Coin Installation Foreman).

Trouble Reports cleared by
the Coin Installation Group



1. Local Repair Service Center dispatches local Installer-Repairman.
2. Local Installer-Repairman unable to clear trouble.
 - A. Refers trouble back to local Repair Service Center.
 - B. Makes out Form 5796 (Coin Trouble Memo.)
3. Local Repair Service Center refers trouble to Coin Center Dispatch. In addition, if coin station must be changed, Local Repair Service Center calls the Coin Collection Center and requests cash compartment key for the coin station be sent to the Coin Installation Foreman.
- 4A. Coin Dispatch Center arranges to have Coin Installer handle troubles not requiring cash compartment keys.
- 4B. Coin Dispatch Center refers coin trouble reports requiring cash compartment keys to Coin Installation Foreman.
5. Coin Installation Foreman assigns Coin Installer trouble reports and provides necessary collection material on coin station that requires a change-out.

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 APPENDIX 6
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