

EXCEPTION REPORT
FORM SW-6311a

1. GENERAL

1.001 This Addendum supplements Section 680-495-904SW, Issue A, February, 1969.

1.002 This Addendum establishes the method to be used in reporting losses and finds involving Key Telephone Sets and Design Line Telephone Sets.

3. PREPARATION OF EXCEPTION REPORT SW-6311a

Add the following to these subparagraphs:

- 3.03 Reason 1, B(2)
- 3.03 Reason 2, (1)
- 3.03 Reason 3, C(4)
- 3.03 Reason 4, B(4)
- 3.03 Reason 5, (1)
- 3.04 Reason 7, (1)
- 3.04 Reason 8, (1)
- 3.04 Reason 9, (1)
- 3.04 Reason 10, (1)

Key Telephone Sets and Design Line Telephone Sets must be indicated with a "K" or "D", as appropriate, immediately preceding the number entry in "Quantity". (i.e., K-2 indicates two Key Telephone Sets, D-1 indicates one Design Line Set, etc.) See Exhibit 25.

NOTE: Losses involving both "Standard" sets and DLT or Key sets should be reported on separate Forms SW-6311a. For example, if two black 500 type sets and one Design Line set are discovered missing on a removal attempt, two SW-6311a's must be prepared, one to report the two "Standard" sets and one to report the DLT.

5. PROCESSING OF EXCEPTION REPORTS

The following change applies to Part 5 of the Section:

5.02 The test center supervisor is responsible for the forwarding of the original copy of the Exception Report (SW-6311a) to the Accounting Department on reports which are not reconciled by test center investigation. The original copy of the Exception Report must be forwarded to reach the Accounting Department no later than the second work day following the end of the month shown in the date block space provided on the SW-6311a. This is necessary so the Accounting Department can include this activity in Company monthly reports.

EXHIBIT 25

680-495-904-SW SERIAL # _____ TELEPHONE SET "LOST AND FOUND" REPO SW 4311a (REV. 6-70)

TELEPHONE SET(S) "LOST OR DESTROYED"

REASON 1. TELEPHONE SET(S) ON LEFT-IN RECORD BUT NOT FOUND IN PLACE WHEN: (1)

A. RECONNECTING OR REMOVING NON WORKING SET(S) } (CHECK ONE) } A

B. DISCONNECTING AND REMOVING WORKING SET(S) } B ✓

ADDRESS (INCL. APT. NO.) _____ OUTWARD ORD. NO. _____ TEL. NO. OF MISSING SET _____ QUANTITY --> 2 *

NOTE: FOR REPORTING UNDER REASON 1 ABOVE, ALL OUTWARD TELEPHONE SET(S) ARE CONSIDERED AS BEING ON THE LEFT-IN RECORD

REASON 2. TELEPHONE SET(S) ON LEFT-IN RECORD - FOUND WORKING (2)

ADDRESS (INCL. APT. NO.) _____ OUTWARD ORD. NO. _____ TEL. NO. OF SET FOUND WKG _____ QUANTITY ON OUT ORDER (2)

REASON 3. TELEPHONE SET(S) DESTROYED BY FIRE, FLOOD OR OTHER CASUALTY AND NOT RECOVERED (3)

TEL. NO. IF "A" _____ A. WORKING TELEPHONE SET(S) REPLACED } (CHECK ONE) } A

OUT. ORD. NO. IF "B" OR "C" _____ B. WORKING TELEPHONE SET(S) NOT REPLACED } B

C. LEFT-IN TELEPHONE SET(S) NOT REPLACED } C

ADDRESS (INCL. APT. NO.) _____ REPORT QUANTITY BY TYPE OF SERVICE: RESIDENCE BUSINESS COIN

REASON 4. WORKING (IN SERVICE) TELEPHONE SET(S) STOLEN. (4)

TEL. NO. IF "A" _____ A. TEL. SET(S) REPLACED } (CHECK ONE) } A

ORD. NO. IF "B" _____ B. TEL. SET(S) NOT REPLACED } B

ADDRESS (INCL. APT. NO.) _____ QUANTITY --> (4)

ON LINE RECORDS IN ERROR AND A ORDER NO. _____ QUANTITY --> (5)

* Indicates two Design Line Telephone Sets lost.

680-495-904-SW SERIAL # _____ TELEPHONE SET "LOST AND FOUND" REPORT SW 4311a (REV. 6-70)

TELEPHONE SET(S) "LOST OR DESTROYED"

REASON 1. TELEPHONE SET(S) ON LEFT-IN RECORD BUT NOT FOUND IN PLACE WHEN: (1)

A. RECONNECTING OR REMOVING NON WORKING SET(S) } (CHECK ONE) } A

B. DISCONNECTING AND REMOVING WORKING SET(S) } B ✓

ADDRESS (INCL. APT. NO.) _____ OUTWARD ORD. NO. _____ TEL. NO. OF MISSING SET _____ QUANTITY --> 2 **

NOTE: FOR REPORTING UNDER REASON 1 ABOVE, ALL OUTWARD TELEPHONE SET(S) ARE CONSIDERED AS BEING ON THE LEFT-IN RECORD

REASON 2. TELEPHONE SET(S) ON LEFT-IN RECORD - FOUND WORKING (2)

ADDRESS (INCL. APT. NO.) _____ OUTWARD ORD. NO. _____ TEL. NO. OF SET FOUND WKG _____ QUANTITY ON OUT ORDER (2)

REASON 3. TELEPHONE SET(S) DESTROYED BY FIRE, FLOOD OR OTHER CASUALTY AND NOT RECOVERED (3)

TEL. NO. IF "A" _____ A. WORKING TELEPHONE SET(S) REPLACED } (CHECK ONE) } A

OUT. ORD. NO. IF "B" OR "C" _____ B. WORKING TELEPHONE SET(S) NOT REPLACED } B

C. LEFT-IN TELEPHONE SET(S) NOT REPLACED } C

ADDRESS (INCL. APT. NO.) _____ REPORT QUANTITY BY TYPE OF SERVICE: RESIDENCE BUSINESS COIN

REASON 4. WORKING (IN SERVICE) TELEPHONE SET(S) STOLEN. (4)

TEL. NO. IF "A" _____ A. TEL. SET(S) REPLACED } (CHECK ONE) } A

ORD. NO. IF "B" _____ B. TEL. SET(S) NOT REPLACED } B

ADDRESS (INCL. APT. NO.) _____ QUANTITY --> (4)

** Indicates two Key Telephone Sets lost.