

Admin. - General

EXPORT-IMPORT BANK OF WASHINGTON

November 3, 1953

MEMORANDUM TO ALL PERSONNEL

SUBJECT: Telephone Calls

Effective November 8, 1953, it will be possible by direct dialing to place telephone calls in the Metropolitan Area which are toll calls and to place calls to points in Maryland and Virginia which are long distance calls.

It is important to remember that only official calls may be made to these outlying points and that such calls must be made by our switchboard so that the accuracy of the monthly billing from the Telephone Company can be verified.

John R. Crown
JOHN R. CROWN
Administrative Assistant
to the Secretary