

GUARDIAN ORDER

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Info Bureaus

CONFIDENTIAL

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Spelling

All names of people, organisations, and businesses contained in reports sent to Guardian Office Info Bureau WW must be spelt correctly. Due to mis-spelling or "guesses" of names, the data may become completely lost. We have no way of telling correct spelling of names from incorrect, except as they come to us on the reports, and all too often, we find one person has more than one file because the reports were sent in with the name mis-spelled or mis-duplicated by the person writing the report. So make 100% sure of the spelling before you pass on the data. Some common examples are names like Johnsson, Johnson, Jonson; or Kristine, Christine; or Thomson, Tomson; etc. Another is names ending in "e" like Clarke or Browne. So ensure that the names in the report are correct.

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for Mo Budlong  
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for Jane Kember  
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