

## \* \* \* EXPORTERS' DIRECTORY \* \* \*

1. Six "Kardex" cabinets in which to house the Exporters' Directory are now part of the basic equipment of most Trade Commissioners' offices. A seventh unit will soon be shipped to each port to cope with the expansion in the Directory as a result of The Export Trade Promotion Conference. The present Directory lists less than 4,500 firms, a figure substantially lower than the total of 6,048 pockets available in the 6 Kardex cabinets. Consequently there can be no complaints of insufficient space in the 6 Kardex cabinets. Perhaps deletions contained in the monthly revisions are not being pulled from the Directory.

2. The work of keeping the Exporters' Directory up to date can be simplified by arranging the history sheets to conform to the undermentioned space allocation.

(a) Leave three empty pockets at the front of each drawer.

(b) Leave four empty pockets at the back of each drawer.

(c) Leave one empty pocket after every four history sheets.

(d) In addition to the foregoing, leave:

(i) 20 empty pockets after each of the letters "C" and "S".

(ii) 15 empty pockets after each of the letters "A", "B", "M" and "P".

(iii) 10 empty pockets after each of the letters "D", "G", "R" and "W".

(iv) 5 empty pockets after each of the remaining letters.

3. If there are any mechanical difficulties with the Kardex equipment, a manufacturer's booklet is available from the Directories Section.

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