



Interoffice Communication

To Distribution
From J. A. DeBernardi
Date April 27, 1982
Subject Chemicals Office Move

Effective April 26 Conoco Chemicals Offices have moved from Greenway Plaza to Timberway. New sections for the Conoco phone directory should already be in your hands (new ETN is 629) for Chemicals employees. Until further notice all mail to Chemicals Office will be going by outside mail, not shuttle. Mail to Greenway will continue to go by shuttle, however, our plant will likely have little mail going to Greenway.

We will accumulate daily mail for Timberway, and mail it regular mail on a daily basis. Be certain that it is clearly understood where your mail is going such that it doesn't get sent to Greenway by mistake. I am confident that a system will be developed shortly such that shuttle delivery will be possible to Timberway.

J. A. DeBernardi

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Distribution

JWW	JHB	GSH	VMF	TRC
RB	WRH	MJM	SJR	
DLD	PLF	PDD	MWC	
MLA	HLH	SWS	BJS	
JRH	SRA	JGC	RRK	

CCR 000067279