

<b>SUBJECT</b>	<b>Date</b>
STANDARD OPERATING PROCEDURES MANUAL OFFICE REQUIRED TELEPHONE / FAX LABELS	09-01-23

PURPOSE: To make usage of telephone and facsimilies efficient and easy.

REFERENCES: 7CFR 3560 – Handbook 2  
Florida Statutes  
Georgia Statutes  
Procedure Memoranda

1. Use labelmaker for ALL necessary information.
2. Required labels for telephone:
  - A. Property phone number with area code
  - B. Property fax number with area code
  - C. **Pin number for voicemail**
3. Required labels for facsimile:
  - A. Property fax number with area code
  - B. FMC home office fax number with area code