



UNITED STATES GENERAL ACCOUNTING OFFICE

WASHINGTON, D.C. 20548

CIVIL DIVISION

AUG 19 1970

Mrs. Mary T. Brooks  
Director of the Mint  
Department of the Treasury

Dear Mrs. Brooks:

During our review of the Bureau of the Mint, we noted that the Bureau mails separate order announcements for both proof and uncirculated coin sets. Each announcement consists of a prepunched order card, a printed order announcement, and a return envelope. Only one mailing list is maintained by the Bureau, and everyone on the list receives each announcement for each type of coin set.

We were informed by an official of the San Francisco Assay Office that for the 1970 proof and uncirculated coin sets about 800,000 announcements for each type of coin set would be separately mailed. We estimate that both mailings will cost the Government about \$100,000 for postage and envelopes. Combining the two order announcements into one mailing would result in a savings of about \$50,000 for postage and envelopes, and an undetermined amount of savings in reduced handling and processing costs.

We suggest, therefore, that the Bureau of the Mint examine into the feasibility of combining into one mailing the order forms for proof and uncirculated coin sets.

We would appreciate your views on this matter at your earliest convenience.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "Max A. Neuwirth", written over a large, sweeping flourish.

Max A. Neuwirth  
Associate Director

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