

TRURO FIRE RESCUE
GENERAL ORDERS

G.O. # 106 DEPARTMENT LETTERHEADS
EFFECTIVE 03-15-04

- 1.0.** To enable a systematic method of receiving and distributing Fire Rescue mail, the following outlines will be used on all, written communications.
- 2.0.** The name of the Department on written communications will be Truro Fire Rescue.
- 3.0.** The format for letterheads will be as follows:
 - 3.1. Red Truro Town Seal located in top left corner.
 - 3.2. Truro Fire Rescue
344 Route Six P.O. Box 2013
Truro, Massachusetts 02666-2013
Telephone Number & Fax Number printed right side below address.
Subtitles, such as rank, position, shall be printed left side below address.
- 4.0.** This letter is the official address of all mailings that involves Truro Fire Rescue business. Efforts should be made to advise all persons communicating with the Department of the current address; this shall include donations made to Truro Fire Rescue.