

# ENCOUNTER OVERLAND LTD

267 Old Brompton Road, London. SW5

Tel (01) 370 6951-2  
Cable Encoland London  
Telex 916654

25th April, 1985

## MEMO FROM HOT SEAT/ACCOUNTS:

REFERENCE: TRIP FUNDING, WAGE ADVANCES ETC:

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As of 25th April, 1985 any further funding to be transferred by hand in the form of cash will always be sent from EOL/HOL in the following form.

- A.) In a plain envelope addressed to the Driver/  
Courier/Manager. This will always be written  
in GREEN ink.
- B.) The envelope will always be marked 'personal'.
- C.) It will always have the standard EO/HO stamp  
on the reverse side.

**N.B.** As always, upon receiving this transfer one should ensure it is locked into the appropriate safe boxes supplied by EO/HO or, in the case of EOK, EOJ etc, in the appropriate safe.  
At **NO** point must **OUR** money be carried in one's briefcase, purse, wallet etc unless it is deemed necessary.

  
WARREN BURTON

WKB:hrk

**CONFIDENTIAL - NOT FOR GENERAL CIRCULATION**