



required. If there is a cost involved in delivery then cancel message and send service message back to sender.

- 4) STN-ORIG: Originating Station. This is the station that created the initial message. Remember, the preamble should not be changed.
- 5) CK:: Check is the number of word “groups”. This verifies the correct number of groups have been copied. Each punctuation (use of which should be avoided) is counted as a word group. X can be used as a period, other punctuation is spelled out.
- 6) Place-Of-Orig: The city and state of origin. Do not use punctuation.
- 7) Time Filed: This is optional. Time is given in 24 hour format followed by Z for UTC “Zulu”, L for Local, or a time zone. Example: 1245Z Oct 1.
- 8) MON / DAY: Month and day of message. If (7) is provided the date better match!

## ADDRESS

- 1) ADDRESSEE: The name of the recipient. If message is to children or to be handled by a third party in the home an additional line with C/O and the name of the person named to receive on behalf of the addressee.
- 2) STREET ADDRESS: Can be multi-line as well if needed. The first line may contain an institution name (nursing home, hospital, etc). The actual address should be provided in typical postal format.
- 3) CITY, STATE ZIP: Standard postal delivery format should be used. The state should be a standard two-character abbreviation.
- 4) TELEPHONE NUMBER: Provided as three groups of numbers, no dashes or dots.
- 5) OP NOTE: This is a note for the message handlers and may provide direction for delivery. For instance, delivery during business hours, weekend, etc.

## TEXT

The text area is the actual message to be communicated. The section has up to 25 words. Punctuation should be avoided and should be spelled as a word group, and count as such. A period may be replaced with an “X”. Numbers with decimals should replace the decimal with an “R”. Q codes are allowed as well. Greetings and endings should be included in the text.

## SIGNATURE

One line identifying the person requesting the message be sent (not the originating operator, but the person being served). Sample: BRIAN KI4LZG AT TEMPLE GA. Some radiogram forms have a separate “Signature” section, but the signature is often simply the last line of the message text.

## SIGNATURE OP NOTE

Gives special instructions for the last operator in the line before the message is delivered.

## RECORDS BLOCK

- 1) RCVD FROM: The station the copying station received the message from.
- 2) NET: The net the message was copied on.
- 3) DATE/TIME: Date & Time you copied the message.
- 4) SENT TO: If you are not the last station before delivery then you’ll log who you handed the message off to, the net that was done on, and the DATE/TIME you relayed the message.