

RADIOGRAM

Via Amateur Radio

Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	Date Mon ##
To: (Include address, and/or other routing if applicable)					This Radiogram Message was received by:		
Amateur Station (if applicable): Name: Street Address: City, State Zip: Telephone No:				Amateur Station: Name: Street Address: City, State Zip: Telephone No:			
_____ _____ _____ _____ _____							
SIGNATURE:							
FROM STATION CALL SIGN		DATE (MON ##)	TIME HH:MM	TO STATION CALL SIGN		DATE	TIME
REC'D:				SENT:			
A licensed Amateur Radio Operator handled this message free of charge. As such messages are handled solely for the pleasure of operating, a "Ham" Operator can accept no compensation. A return message may be filed with the Ham delivering this message to you.							

CUT ABOVE HERE BEFORE DELIVERY

RADIOGRAM INSTRUCTIONS:	
<p>Number: Your sequential message number</p> <p>Precedence: Single letter or spelled out Emergency: Routine, Welfare, Priority or Emergency</p> <p>HX Handling Instruction(s): (* = Most commonly used) A = Collect landline delivery authorized by addressee within X miles (i.e., A25 - If no number, authorization is unlimited). B = Cancel message if not delivered within X hours of filing time; service originating station (i.e., B4). *C = Report date and time of delivery (TOD) to originating station. D = Report to originating station the identity of station from which received, plus date and time. Report identity of station to which relayed, plus date and time, or if delivered report date, time and method of delivery. E = Delivering station get reply from addresses, originate message back. F = Hold delivery until....(date). (i.e. F5 holds until the "5th") *G = Delivery by mail or landline, toll call not required. If</p> <p>Station of Origin: Station who formats the original message.</p> <p>Check: Word count for message body. If ARL text is used, precede count with ARL (i.e. ARL 22)</p>	<p>Place of Origin: Where message originates.</p> <p>Time Filed: HH:MM In Zulu or local time (specify)</p> <p>Date: Month and day message was written (MON DD)</p> <p>To: Put name and amateur call sign (if applicable); Street address; City; State (2-letter abbrev) & ZIP; Telephone including area code.</p> <p>Body: Text goes here, maximum 5 words per line and 25 words total maximum. For the check count: A telephone number with area code counts as 3 words (707 555 1212). Punctuation (X-Ray for period, Query for question mark -- only) count as 1 word. Acronyms and mixed letter/number groups count as 1 word. ARL numbered texts are spelled out (e.g., ARL FORTY SIX, count as 3 words).</p> <p>Signature: This is the signature of the person who wrote the message, may differ from the Originator. If a ham operator, include name and call sign. If not a ham, include name and phone number (including area code).</p> <p>REC'D: Operator call sign message was received from, time and date.</p> <p>SENT: Operator call sign sent to, time and date. If receiver is last stop and delivers the message, note to whom delivered, how, and time and date.</p>