Listing and Alphabetizing Rules

Contents

Overview 2
Word Preferences 3
Name Alphabetizing 6
Articles, Prepositions and Conjunctions 9
Place Listing As 12
Address 13
Listing Examples 15
Punctuation Rules 20
Change Log 21

Carrier Services

Frontier Communications
Rochester, NY

Jurisdiction: All Properties
Effective Date: 10/01/2011
Revised Date: 11/25/2014
Overview

A telephone directory listing is made up of four parts, i.e., name, designation/title, address and telephone number. In determining the sequence of listings in the directory, each part is looked at separately.

The following rules are used to determine how listings sort in the directory.

Name
- Surname or finding word of a firm name.
- First and successive given names (or initials) or additional words of a firm name.

Title
A title is a term commonly used in addressing an individual to indicate his social, military, professional, genealogical or honorary status.

Designation
A designation is a term used to describe either the customer's profession, the nature of his business, or his location (ofc, etc.)

Address
- Street number and name (or equivalent)
- Thoroughfare designation
- Directional designation
- Building name in lieu of a street number and name
- Locality name (if required)

Telephone Number
- All areas use 10 digit dialing (xxx) 123-4567
Word Preferences

Letters Used as Names

One or more single letters used as names are treated as words, the single letter or combination of single letters being considered a surname. Such listings are grouped at the beginning of their respective alphabets, the group containing one single letter, preceding the group beginning with a combination of two single letters, etc. Names made up of single letters and numbers or words joined with hyphens will be treated as separate words as though the hyphens were not used and the numbers will be treated as though they were spelled out in full.

Example:

- **A-Ace Insurance** 114 North ..........................628-1784
- **A Mill Supply Co** 100 E Main ..........................548-1000
- **A-1 Supply Co** 142 Grant ..........................268-4312
- **A-Veri-Best Milling Co** 1014 Tyler ..................628-6714
- **A'S Tavern** 120 E Main ..........................628-6714
- **A A Club** 50 Congress ..........................628-0320
- **A & A Delivery** 114 W Market ..........................628-1122
- **A A Club** 1130 S Washington .....................268-9124
- **A B C Washers** 461 Cherry ..........................628-9132
- **A & F Garage** 514 Orchard ..........................548-1234
- **A & P Grocery Co** 230 State ..........................628-1988
- **A & Z Bottling Corp** Lafayette Pike ..................548-1222
- **AAreron Neal** Dr 24 North ......................938-1866

Words

The sequence of words shall be controlled by the alphabetical precedence of the first letter of each word, or of the second letters when the first are alike, or of the third when the first and second are alike, etc.

Example:

- **Azar**
- **Ball**
- **BEll**
- **BeSs**
Word Abbreviations
Words which are abbreviated in accordance with Telephone Company practices, as shown in the following examples, take the same alphabetical sequence as though the words were spelled in full.

The finding words of a listing should not be abbreviated, however, when the state name is abbreviated by initials N Y for New York; S C for South Carolina the listings should be filed as the beginning of the alpha the same way as we file listings, such as R C A etc.

If the state name is abbreviated so that the part of it is shown such as Wisc for Wisconsin; Pa or Penna for Pennsylvania the listing should be filed in the same sequence as if it were spelled out.

Words whose abbreviated forms are also recognized as words will be alphabetized according to their spelling and not treated as abbreviations (example: auto, apt, lab, litho, photo, and taxi) unless the publisher indicates that it is an abbreviation and is to be alphabetized as if it were spelled in full.

When the alphabetical location of the word as spelled out is widely separated from the abbreviated form, a reference listing may be placed at the alphabetical position of the abbreviated or spelled out position. (N Y - See New York; U S - See United States; Unites States - See U S, etc.).

Example:

Aug(ust) Geo(rge) Pat(rick)
Benj(amin) Ja(me)s Rob(ert)
Cha(rlie)s Jos(eph) S(aint)
Dan(iel) Lawr(ence) Sam(uel)
Edw(ard) M(oun)t Tho(mas)
Fred(eric)k Nath(anie)l W(illia)m
**Words Containing an Apostrophe**
The use of an apostrophe to denote possession shall not affect the precedence of listings.

Example:
- **B** Careful Laundry  120 Park Av..................................938-2746
- **B'S** Tavern    112 Main........................................938-7258
- **BrookS** A B  76 Tyler..........................................648-7369
- **Brook's Bakery**  12 Park Av...............................238-0704
- **Brooks' Garage**  55 Beacon ................................938-5678

**Words of Unequal Length**
When two words of unequal length are spelled alike up to and including the last letter of the shorter word, the shorter word shall precede the longer word.

Example:
- **John J L meats**  55 Beacon .................................548-2281
- **JohnS Frank L**  323 Arnold ..................................238-1821
- **JohnsTon Chas**  324 Arnold ..................................238-4812
- **JohnstonE Geo C**  108 Clark .................................628-0281

**Words Joined Together By Hyphens**
Words, letters or numbers joined by hyphens are regarded as separate words, and are to be alphabetized as thought the hyphen were a space. This rule does not apply to surnames and assumed names containing a hyphen between those prefixes specified in Names With Prefixes.

Example:
- **Miczal Andrew R Mid-Day Club**
- **MiD-America Corp Mid Town Key Shop**
- **Mid-Century Mkt Mid-Way Tavrn**
- **Mid CLarence R MidDa August K**
- **Mid COntinent Co MidLand Mining Co**
Name Alphabetizing

Names Containing Numbers
Numerals which make up or are contained in names are, with one exception, placed in alphabetical sequence as commonly pronounced as though spelled in full, unless specifically indicated otherwise by the publisher. Where a number as pronounced forms a compound word (such as "two-forty"), the first word controls the alphabetical sequence.

The exception to the above rule is where a group of numbers begins with the same word as pronounced. In this situation the numbers are alphabetized under the first word (e.g., "two") but are arranged in numerical sequence within the group.

Numbers in radio station call letters and numbers designating the locals, districts, lodges, etc., of such organizations as Unions, Lodges and Clubs are arranged in numerical sequence if the listings are alphabetically the same up to the numbers.

Example (Names Containing Numbers):
- 12 O’Clock Club
- 20 N Main Bldg
- Twn Drug Co
- 2-Spot Restaurant
- 2 Way Inn
- 210 Bldg Corp
- 240 Club
- 265 Park Hotel
- 280 Main St Co
- 299 Club
- 2000 Lincoln Bldg
- Elk Decorators
- Elks Lodge No 250
- Elks Lodge No 761
- Elks Novelty Co

Names of Unequal Length
When two or more names of unequal length contain the same words up to and including the last word of the shorter name, the shorter name shall precede the longer name.

Example:
- Brown G 437 Park Rd ..............................258-1707
- Brown Geo gro 2427 - 1st Av ..............................768-1209
- Brown Geo A 1220 - 8th ..............................938-5920
**Organization or Institution Names**
The sequence of names of organizations or public institutions named after individuals shall be determined by the order of the letters or words comprising their legal names.

Example:
- **Henry Ford Hospital** 17 W 24 ...................................928-0723
- **Woodrow Wilson Club** 1410 Bdway .........................268-2746

**Firm Names**
The sequence of firm names is determined by the first word of the firm name or by the second word (or initial) when the first word of two or more listings is the same or by the third when the first and second are the same, etc.

Example:
- **Lincoln A** 12 Grant Av .............................238-2421
- **Lincoln A B** 833 Grant ...............................238-9763
- **Lincoln A B Art Co** 329 North ..........................268-3932
- **Lincoln A B C** 1918 Beacon..........................628-0266
- **Lincoln A B & Co** 427 Beacon........................548-1565
- **Lincoln A B & Son** 30 Clark ..........................668-0331
- **Lincoln A Creamery Co** 144 Walnut ......................928-1043
- **Lincoln A Inc** 220 Allen ...............................548-0706
Individuals' Name without Titles
The sequence of individuals' names without titles shall be determined by the surname or by the first given name (or initial) when the surnames are the same or by the second given name (or initial) when the surnames are first given names (or initials) are the same, etc. See Individual's Names With Titles.

Example:
Colby C Samuel 31 Walnut ......................238-5687
CoOper Jas B 23 Clark ..............................238-3104
Cooper Leonard B 8148 Beacon ......................268-3630
Cooper Leonard C 1638 North .....................698-2095

In Chinese names, the first word in the name as submitted shall be treated as the surname, except in cases where Chinese names include an English name which is definitely known to be a given name. In such instances the English given name shall be treated as a given name.

Example:
On Sing 45 Clark .................................938-5210
SHong Bink Lndry 65 State ..........................938-4789
Sing Charlie 841 Park Av ..........................238-1393
Sing Fong Lung 814 Beacon ......................628-5410
Sing Ling Lndry 814 Clark ..........................548-4821

Ampersand Symbol (&) or the Word "and"
The ampersand symbol (&) or the word "and" shall not affect the precedence of listings.

Example:
BroWn A D 1334 Jefferson Av ......................938-7292
Brown & ALdrlch Co 1629 Colb Rd ................978-7554
Brown and ALlen attys Cobb Bldg ..................628-1211
Brown B C 10 Poole ...............................698-0070
Articles, Prepositions and Conjunctions

The definite article (The) is generally omitted from directory listings when it is the first word, except in cases where it is necessary for identification purposes or is specifically requested by the customer.

Example:

- Miller T 683 Grant ...................................538-7141
- Miller ThE Jeweler 328 Walnut.................................628-2419
- Miller ThOmas 2432 Arnold..................................238-3244
- Pastry Shop Th 144 Central ..................................378-2000
- The Style Shop 745 Main ...................................238-0668

The indefinite article (A, An) is used only where it is part of the name. When it is the first letter in a name, it is considered as the surname.

Example:

- A Better Shade Co
- A Blt of Moscow
- A Kings Palace
- A Mexican Gift Shop

Prepositions (By, For, Of, etc.) are treated the same as any other word in the name in determining alphabetical sequence.

Example:

- Society For the Blind
- Society Of Arts
- Society of Elec Engs

Conjunctions (Or, As, etc.) are treated the same as any other word in the name determining alphabetical sequence.

Example:

- Rain Control Enterprises
- Rain Or shine Boot Co
Same Names Spelled as One or Two Words
Names which are spelled as both one and two words are alphabetized as spelled:

That is, as one word or as two words.

Example:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lock Port Fisheries</td>
<td>501 Beacon</td>
<td>238-3932</td>
</tr>
<tr>
<td>LockE R S</td>
<td>14 Main</td>
<td>938-7400</td>
</tr>
<tr>
<td>LockPort Engine Co</td>
<td>781 Walnut</td>
<td>698-2401</td>
</tr>
<tr>
<td>New Castle Apts</td>
<td>16 Lorain</td>
<td>548-7293</td>
</tr>
<tr>
<td>NewCastle Hotel</td>
<td>24 Lorain</td>
<td>548-0070</td>
</tr>
<tr>
<td>NOrth Eastern Security Co</td>
<td>2417 Clark</td>
<td>938-4289</td>
</tr>
<tr>
<td>North Packing Co</td>
<td>48 Beacon</td>
<td>238-4910</td>
</tr>
<tr>
<td>NorthEastern Body Co</td>
<td>208 Arnold</td>
<td>238-4271</td>
</tr>
</tbody>
</table>

Names with Prefixes
When the alphabetizing word is composed of a multi-part surname or assumed name, the first part of which is one of the following prefixes, all parts shall be treated as forming a single word; the apostrophe, hyphen, or capitalization within the word being disregarded and all the letters joined into a word without spaces.

When hyphens are used and these prefixes are not involved refer to Words Joined Together By hyphens.

<table>
<thead>
<tr>
<th>Bou</th>
<th>Dela</th>
<th>Du</th>
<th>K’</th>
<th>Lo</th>
<th>Re</th>
<th>VanDen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ciz</td>
<td>De La</td>
<td>El</td>
<td>L’</td>
<td>los</td>
<td>Ros</td>
<td>VanDer</td>
</tr>
<tr>
<td>D’</td>
<td>Dell’</td>
<td>Fa</td>
<td>La</td>
<td>M’</td>
<td>San</td>
<td>VanOs</td>
</tr>
<tr>
<td>Da</td>
<td>Della</td>
<td>Fitz</td>
<td>Le</td>
<td>Mac</td>
<td>Santa</td>
<td>Ver</td>
</tr>
<tr>
<td>Das</td>
<td>Der</td>
<td>Ge</td>
<td>Les</td>
<td>Mc</td>
<td>Te</td>
<td>Von</td>
</tr>
<tr>
<td>De</td>
<td>Des</td>
<td>Im</td>
<td>Li</td>
<td>O’</td>
<td>Van</td>
<td>VonDen</td>
</tr>
<tr>
<td>Del</td>
<td>Di</td>
<td></td>
<td></td>
<td></td>
<td>VenDe</td>
<td>VonDer</td>
</tr>
</tbody>
</table>

**Demand Sam**          | EL-Bar Fabric   | ElRancho Club
**DeMaR C K**           | ElbOw Inn       | El-Wiggins Daisy
**Demar Emil**          | Elmer Rita M    | ElWOod Dan
**DeMarCo Angelo**      | ElRad John      |                
**DemarEst Stanley**    | El-RaNcho Bar   |                


Individual's Names with Titles
The sequence of individuals' names with titles shall be determined primarily as in Individuals' Name Without Titles. Listings with titles will follow similar listings without titles. Titles include words which indicate social, military, professional, genealogical or honorary status of an individual, such as: Miss, Mrs, Mme, Sister, Rev, Dr, Prof, Capt, Col, Brig, Gen, Adm, Comdr, Jr, 2d, 3d, 4th, etc. The titles are placed after the entire name, and where more than one title is used the one normally spoken before the name shall be shown following the one spoken after the surname. Names containing titles of lineage such as 2d, 3d, 4th, will follow all listings of the same name with other titles and arranged in numerical sequence.

In certain unusual cases the title may be treated as the primary indexing word and as such is alphabetized as if spelled in full.

Example:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Jones Wm</td>
<td>Jones Wm Rev</td>
<td>Jones Wm B C</td>
</tr>
<tr>
<td>Jones W Brig Gen</td>
<td>Jones Wm Sr</td>
<td>Madamba Jos</td>
</tr>
<tr>
<td>Jones Wm Dr</td>
<td>Jones Wm 2d</td>
<td>M(ada)mE Louise</td>
</tr>
<tr>
<td>Jones Wm Jr</td>
<td>Jones Wm 3d</td>
<td>MEyer John</td>
</tr>
<tr>
<td>Jones Wm Jr Dr</td>
<td>Jones Wm B</td>
<td>Sister Mary</td>
</tr>
<tr>
<td>Jones Wm Jr Mrs</td>
<td>Jones Wm B Jr</td>
<td>Sister Rug Shop</td>
</tr>
<tr>
<td>Jones Wm Mrs</td>
<td>Jones Wm B Sr</td>
<td></td>
</tr>
</tbody>
</table>
Place Listing As

The PLA (Place Listing As) field identifies special filing words that assist in correctly placing the listing that is entered in the LNLN and LNFN fields. It is most commonly used when the listed name contains a number. The information populated in the PLA field will not be printed in the published directory. It is used solely to position a listing correctly in the alphabetical section.

Example:

<table>
<thead>
<tr>
<th>Listed Name is…</th>
<th>PLA Field Entry is…</th>
<th>Details….</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-11 Convenience Store</td>
<td>Seven Eleven Convenience Store</td>
<td>The listing will fall in alpha order in Word sequence.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Seven Art Shop 7-11 Convenience Store</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7 Fashion Nail Salon</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note: Without PLA 7-11 will be printed at the beginning of the alpha category.</td>
</tr>
</tbody>
</table>

Designations

Designations include words which describe either the subscriber’s profession, the nature of his business or his location, such as: ofc, brokr, chiropdst, flst, lwyr, prntr, whol groc, etc. (considered as spelled in full).

Designations also include letters which describe the subscriber’s profession, such as: MD, DDS, PHD, CPA, RN (considered as letters). When two or more listings are alike up to the designation the sequence of such listings is determined by the designations. Listings with designations will precede similar listings without designations.

If residence listings are alike up to the designations, the sequence of the listings is determined by the designations with the main residence appearing first and the additional residences (cottage, farm, summer res, etc.) placed in alpha order.
Example (Designations):

<table>
<thead>
<tr>
<th>Jones A DDS</th>
<th>Jones A Mrs RN</th>
<th>Jones Henr y CPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jones A Lwyr</td>
<td>Jones A B restrnt</td>
<td>Res 14 Bedford</td>
</tr>
<tr>
<td>Jones A Lmbr</td>
<td>Jones A B Tinsmith</td>
<td>Jones Henry</td>
</tr>
<tr>
<td>Jones A R est</td>
<td>Jones A B</td>
<td>Miller Geo</td>
</tr>
<tr>
<td>Jones A</td>
<td>Jones A B Jr</td>
<td>Miller Geo Cottage</td>
</tr>
<tr>
<td>Jones A Dr</td>
<td>Jones A B &amp; Co</td>
<td>Miller Geo Farm</td>
</tr>
<tr>
<td>Jones A Mrs</td>
<td>Jones A &amp; Bros</td>
<td>Miller Geo Summer Res</td>
</tr>
</tbody>
</table>

Address

When two or more listings are exactly alike up to the address, the sequence of the listings shall be determined by:

1. **Numbered** streets (1st Av) will precede **named** streets (Oakwood Dr). Numbered streets will be listed numerically. Named streets will be listed alphabetically.

   **Example:**
   
   Bennett Wm groc 33 Poplar ....................628-7138
   Bennett Wm groc 21 Sycamore ....................698-0509
   Columbia Cigar Stores
   1121 Alpine .......................268-0804
   3 Charles .......................678-2765
   21 4th .......................568-0076
   6 5th .......................698-2726

2. The thoroughfare designation (Av., Blvd., Rd., Etc.) in cases where the street names are the same. Listings without thoroughfare designations preceding those with designations.

   **Example:**
   
   Swift Bros
   66 Houlton .......................548-0509
   81 Houlton Av .......................548-3423
   61 Houlton Ct .......................548-2766
3. The directional designation E(East), W (West), etc., in cases where the street names and thoroughfare designations are the same.

**Example:**
- Walthers W A 35 E Pine ....................378-2463
- Walthers W A 18 W Pine ....................378-3721
- Webster's Chain Stores
  - 24 Belmont .....................778-0710
  - 14 S Elm .....................938-2221
  - 48 W Elm .....................938-0040

4. The street number numerically in cases where the street name, thoroughfare and directional designation are the same.

**Example:**
- Butler A M groc 101 W Spruce Av ....................668-0730
- Butler A M groc 1106 W Spruce Av ....................668-2345
- Butler Bros
  - 10 N Main .....................788-3720
  - 180 N Main .....................788-2943
  - 3176 N Main .....................788-7361

**Telephone Number**

When two or more listings are alike up to the telephone number, the arrangement of such listings is determined by the alphabetical precedence of the lettered prefixes then numerically by the telephone number when lettered prefixes are the same.

**Example:**
- Darnell Bros
  - 81 Houlton Av .....................228-3423
  - 81 Houton Av .....................548-2424
  - 410 Main .....................548-3425
  - 410 Main .....................668-2555
  - 410 Main .....................668-2556
Class Alphabetizing
Class headings will be alphabetized left to right the same as listings, ignoring the ampersand "&", the word, "and", and the en dash.

- Word "Auto" (Automobile) will alphabetize as spelled out in class Headings only.
- Cross references alphabetize only to the word "see".
- Trade Mark headings will be placed in alphabetical sequence based on the finding line.
- Trade Marks will alphabetize before an Informational when TM finding line and the IL firm names are the same.
- Informationals will precede a BT or RT when names are the same.
- Disregard EL's and AF's when alphabetizing, also "nr" and "rr".

Example:
School Directory
SchoolS-Academy
Schools and Colleges
Schools-CoNsolidated
Schools & Universities

Listing Examples
A-Ace Insurance 114 North .......................628-1784
A Mill Supply Co 100 E Main .......................548-1000
A-1 Supply Co 142 Grant .......................268-4312
A-Veri-Best Milling Co 1014 Tyler .......................628-6714
A A club 50 Congress .......................628-9132
A & A Delivery 114 Market .......................628-9124
A B C Washers 461 Cherry .......................628-9132
A & Z Bottling Corp Lafayette Pike .......................548-1222
AAron Neal Dr 24 North .......................938-1866
AAbbot Louis A atty 501 Main .......................768-1962
AAbLey N M 158 Putnam Av .......................268-9030
ADams John L 23 Belden .......................268-8106
ALden Morris Mrs nurse 15 Orange .......................728-9155
AU Werter John T ofc UnTr bld .......................628-9439
Res 20 Clark .......................768-2173
B Careful Laundry 120 Park Av .......................938-2746
<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>B’S Tailoring Serv</td>
<td>6717 Haven</td>
<td>558-7513</td>
</tr>
<tr>
<td>Beech-Nut Mfg Co</td>
<td>857 Beacon</td>
<td>538-3740</td>
</tr>
<tr>
<td>BeNnnett Wm groc</td>
<td>33 Poplar</td>
<td>628-7138</td>
</tr>
<tr>
<td>Bennett Wm gro</td>
<td>21 Sycamore</td>
<td>698-0509</td>
</tr>
<tr>
<td>BROok W B</td>
<td>16 Poole</td>
<td>698-0509</td>
</tr>
<tr>
<td>BrookE A L</td>
<td>27 Brown Av</td>
<td>548-2643</td>
</tr>
<tr>
<td>Brookes’ Restaurant</td>
<td>33 Walnut</td>
<td>238-0719</td>
</tr>
<tr>
<td>Brookes S M</td>
<td>42 Tyler</td>
<td>648-2792</td>
</tr>
<tr>
<td>BrookS A B</td>
<td>76 Tyler</td>
<td>648-7369</td>
</tr>
<tr>
<td>Brooks’ Bakery</td>
<td>12 Park Av</td>
<td>348-0704</td>
</tr>
<tr>
<td>Brooks’ Garage</td>
<td>55 Beacon</td>
<td>938-5678</td>
</tr>
<tr>
<td>BrowWn A D</td>
<td>1334 Jefferson Av</td>
<td>938-7292</td>
</tr>
<tr>
<td>Brown &amp; ALdrich Co</td>
<td>1629 Colb Rd</td>
<td>378-7554</td>
</tr>
<tr>
<td>Brown B C</td>
<td>10 Poole</td>
<td>698-0070</td>
</tr>
<tr>
<td>Brown G</td>
<td>537 Park Rd</td>
<td>258-1707</td>
</tr>
<tr>
<td>Brown GEor groc</td>
<td>2427 1st Av</td>
<td>768-1209</td>
</tr>
<tr>
<td>Brown Geo A</td>
<td>1220 - 8th</td>
<td>938-5920</td>
</tr>
<tr>
<td>Brown Henry Jr</td>
<td>22 Vermont</td>
<td>626-3217</td>
</tr>
<tr>
<td>Brown Henry III</td>
<td>212 Maple Av</td>
<td>744-2248</td>
</tr>
<tr>
<td>Brown Henry A</td>
<td>66 Park Av</td>
<td>238-1548</td>
</tr>
<tr>
<td>BrownE H A</td>
<td>3803 Huntington</td>
<td>268-2382</td>
</tr>
<tr>
<td>BrowneS Bakery</td>
<td>326-9th Av</td>
<td>668-4857</td>
</tr>
<tr>
<td>BrownIng D S Ofc</td>
<td>199 Walnut</td>
<td>548-4968</td>
</tr>
<tr>
<td>Brown’S Garage</td>
<td>55 Beacon</td>
<td>938-5698</td>
</tr>
<tr>
<td>Browns GEoffrey</td>
<td>27 Park Av</td>
<td>238-1924</td>
</tr>
<tr>
<td>Browns GEO</td>
<td>4869 Grant Av</td>
<td>238-1924</td>
</tr>
<tr>
<td>BUTler A M groc</td>
<td>101 W Spruce Av</td>
<td>668-2345</td>
</tr>
<tr>
<td>Butler Bros</td>
<td>10 N Main</td>
<td>788-3720</td>
</tr>
<tr>
<td></td>
<td><strong>180</strong> N Main</td>
<td><strong>788-2943</strong></td>
</tr>
<tr>
<td></td>
<td><strong>3176</strong> N Main</td>
<td><strong>788-7361</strong></td>
</tr>
<tr>
<td></td>
<td>4 <strong>10th</strong></td>
<td>348-0703</td>
</tr>
<tr>
<td></td>
<td><strong>301</strong> 10th</td>
<td>348-7423</td>
</tr>
<tr>
<td>Colby C Samuel</td>
<td>31 Walnut</td>
<td>238-5687</td>
</tr>
<tr>
<td>ColUMbia Cigar Stores</td>
<td>1121 Alpine</td>
<td>268-0704</td>
</tr>
<tr>
<td></td>
<td>24 Bennett</td>
<td>368-2920</td>
</tr>
<tr>
<td></td>
<td>3 Charles</td>
<td>678-2765</td>
</tr>
<tr>
<td></td>
<td>21 <strong>4th</strong></td>
<td>568-0076</td>
</tr>
<tr>
<td></td>
<td>6 <strong>5th</strong></td>
<td>698-2726</td>
</tr>
</tbody>
</table>
CoOper Jas B    23 Clark .......................238-3104
Cooper Leonard B 8148 Beacon .......................268-3630
Cooper Leonard C 1638 North .......................698-2095
Damata J meats 1417 Arnold .......................648-0515
D’Amato O P    366 North .......................938-8375
D’aRcy A C 7701 Walnut .......................698-2736
DarNell Bros 81 Houlton Av .......................548-3423
                      81 Houlton Av .......................548-3424
                      81 Houlton Av .......................668-1786
                      81 Houlton Av .......................668-2555
DE Lamar A D atty 876 Pack Av .......................548-7586
De La Mar E A D 934 Walnut .......................938-7564
DeRamer C H    312 E 112 .......................538-0712
Der Amerikaner Inn 175 Bdwy .......................268-7250
Eighty-Sixth St Garage 21 Arnold .......................928-7245
Evers-Harper Co 985 Clark .......................238-4953
Evers-Harper D Dr 2358 Park Av .......................668-9845
Evers-Harper M L 89 Walnut .......................938-2761
EversHarp Product Inc 2851 .......................238-9541
Fitzpatrick T M furn 77 Arnold .......................238-4691
Fitz-Patrick W K 621 North .......................628-4447
FiVe Hundred Twelve Main 512 Main .......................628-0025
Henry Ford Hospital 17 W 24 .......................928-0723
John J L meats 55 Beacon .......................548-8821
John S Frank L 323 Arnold .......................238-1821
JohnsTon Chas 324 Arnold .......................238-4812
Johnston L C 841 North .......................628-4812
JohnstonE Geo C 108 Clark .......................628-0281
JoNes Wm 440 Arnold .......................238-7342
Jones Wm Mrs 6 Main .......................698-7245
Jones Wm B 12 Main .......................698-2739
Jones Wm B Rev 14 Main .......................698-0040
Jones Wm B Sr 24 Main .......................698-0040
Jones Wm B A 127 North .......................268-7492
Laigle A D 431 Beacon .......................238-2441
L’Aigle On Restraurant 711 North .......................938-1336
Lincoln A 12 Grant Av .......................238-2421
Lincoln A B 833 Grant .......................238-9763
Lincoln A B Art Co 329 North .......................268-3932
Lincoln A B C 1918 Beacon .......................628-0266
Lincoln A B CO 427 Beacon .......................548-1565
Lincoln A B & Son 30 Clark .......................668-3315
Lincoln A Creamery Co 144 Walnut .......................928-1043
Lincoln A Inc 220 Allen .......................548-1565
Lincoln ART Co 864 Pearson .......................628-7847
Lock Port Fisheries 501 Beacon .......................238-3932
LockPort Engine Co 781 Walnut .......................698-2401
MacDonald B J groc 51 State .......................238-4632
MacDonald E W 27 Beacon .......................938-2741
MaRsfield Walter atty 1210 Park Av .......................328-5934
MCCall Richard 427 North .......................548-1819
McCall Richard JR Mrs 1422 Main .......................548-7149
McDonald C M 97 State .......................238-7163
McDonald Wm 93 Beacon .......................938-7428
MDonald D E lwyr 44 Park Av .......................548-7923
Miller T 683 Grant .......................538-7141
Miller THE jeweler 328-Walnut .......................628-2419
Miller Thomas 2432 Arnold .......................238-1078
MT Wachusett Observatory 56 Park Av .......................238-3244
New Castle Apts 6 Lorain .......................548-7293
NewCastle Hotel 24 Lorain .......................548-0070
North Eastern Security Co 2417 Clark .......................938-4289
North Packing Co 48 Beacon .......................238-4940
NorthEastern Body 208 Arnold .......................238-4271
On Sing 45 Clark .......................938-5761
St. Agnes Church 94 Beacon .......................628-7942
Saint George Hotel 23 State .......................938-0101
St. Jean John L 741Walnut .......................668-3815
STE Claire Salt Works 705 State .......................238-7200
SaNi-Pkt Corp 411 Beacon .......................238-4544
SHong Bink Lndry 85 State .......................938-4799
Sing Charlie 841 Park Av .......................238-1393
Sing Fong Lung 814 Beacon .......................548-4821
Sing Ling Lndry 814 Clark .......................548-4821
SOciety for the Prevention 27 Main .......................628-1791
Of Cruelty to Animals
Society Of Arts and Sciences 725 Beacon .......................238-4736
SWift Bros
81 Houlton .......................548-3423
61 Houlton Av .......................548-2766
<table>
<thead>
<tr>
<th>Business Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>101 Houlton Ct</td>
<td></td>
<td>548-4463</td>
</tr>
<tr>
<td>Thirty-Day Business College</td>
<td>121 Pine</td>
<td>378-0506</td>
</tr>
<tr>
<td>12 O’Clock Club</td>
<td>980 N Baltimore</td>
<td>668-4782</td>
</tr>
<tr>
<td>20 North Main Bldg</td>
<td>20 N Main</td>
<td>628-3268</td>
</tr>
<tr>
<td>Twin Drug Co</td>
<td>608 Park</td>
<td>238-1840</td>
</tr>
<tr>
<td>2-Spot Restaurant</td>
<td>1880 Clermont</td>
<td>928-9978</td>
</tr>
<tr>
<td>2 Way Inn</td>
<td>1770 W Prospect</td>
<td>238-6330</td>
</tr>
<tr>
<td>240 Club</td>
<td>240 Bdway</td>
<td>628-2400</td>
</tr>
<tr>
<td>2000 Lincoln Bldg</td>
<td>2000 Lincoln</td>
<td>938-8300</td>
</tr>
<tr>
<td>U-Drive-It Garage</td>
<td>951 Clark</td>
<td>668-1592</td>
</tr>
<tr>
<td>U-Need- A Cleaners</td>
<td>100 Grant Av</td>
<td>548-2814</td>
</tr>
<tr>
<td>UKraniun Book Co</td>
<td>415 Beacon</td>
<td>628-1528</td>
</tr>
<tr>
<td>UP-Stairs Dress Shop</td>
<td>15 State</td>
<td>238-1582</td>
</tr>
<tr>
<td>Up-To-Date Vulcanzg Co</td>
<td>25 Beacon</td>
<td>628-1528</td>
</tr>
<tr>
<td>Walthers W A</td>
<td>35 E Pine</td>
<td>378-2463</td>
</tr>
<tr>
<td>Walthers W A</td>
<td>18 W Pine</td>
<td>378-3721</td>
</tr>
<tr>
<td>WElbster’s Chain Stores</td>
<td>24 Belmont</td>
<td>778-0710</td>
</tr>
<tr>
<td></td>
<td>31 S Dunlop</td>
<td>548-2721</td>
</tr>
<tr>
<td></td>
<td>14 S Elm</td>
<td>938-2221</td>
</tr>
<tr>
<td></td>
<td>48 W Elm</td>
<td>938-0040</td>
</tr>
<tr>
<td></td>
<td>34 N 5th Av</td>
<td>678-4521</td>
</tr>
<tr>
<td></td>
<td>32 S 5th Av</td>
<td>678-3725</td>
</tr>
<tr>
<td>WEd H V Iwyr</td>
<td>26 3rd Av</td>
<td>628-4604</td>
</tr>
<tr>
<td>Weed H V Ri est</td>
<td>4 Main Av</td>
<td>628-3604</td>
</tr>
<tr>
<td>Res</td>
<td>7 Bedford Rd</td>
<td>548-9841</td>
</tr>
<tr>
<td>Weed H V Ri est</td>
<td>6 Pine Rd</td>
<td>548-0305</td>
</tr>
<tr>
<td>Weed H V Survyr</td>
<td>81 26th</td>
<td>628-0430</td>
</tr>
<tr>
<td>Weed HV</td>
<td>112 Main</td>
<td>528-6704</td>
</tr>
<tr>
<td>WOodrow Wilson Club</td>
<td>1410 Bdway</td>
<td>268-2746</td>
</tr>
</tbody>
</table>
### Punctuation Rules

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>&amp;</td>
<td>Ampersand is used in a listing in lieu of the word 'And'. <strong>NOTE:</strong> Ampersand should always be used in business listings unless customer insists on full spell of ‘And’. See Business Listing Format section for additional details.</td>
</tr>
<tr>
<td>#</td>
<td>Pound sign may be used in a listed name in lieu of the word <strong>NUMBER</strong>.</td>
</tr>
<tr>
<td>:</td>
<td>Colon is used as part of the listing text when specific hours are mentioned. Only in Email or Web addresses &amp; LIF lines are they to be used.</td>
</tr>
<tr>
<td>‘</td>
<td>Apostrophe is used to denote a possessive and to note a contraction of a customer’s name.</td>
</tr>
<tr>
<td>@</td>
<td>‘At’ sign is used only in Email addresses.</td>
</tr>
<tr>
<td>*</td>
<td>Asterisk</td>
</tr>
<tr>
<td>e.g.</td>
<td>Example</td>
</tr>
<tr>
<td>$</td>
<td>Dollar sign</td>
</tr>
<tr>
<td>`</td>
<td>Diacritical marks, points or signs intended to give a word or letter a particular phonetic value or pronunciation.</td>
</tr>
<tr>
<td>.</td>
<td>Residential - periods are not used on initials of listing name. Business - periods should not be used in listing unless customer insists period is part of his/her business name or degree title.</td>
</tr>
<tr>
<td>~</td>
<td>Tilde</td>
</tr>
<tr>
<td>“</td>
<td>Quotation Marks</td>
</tr>
</tbody>
</table>
## Change Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Page Number</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/16/2012</td>
<td>12, 20</td>
<td>Added “Place Listing As” \nAdded Punctuation Rules. \nRemoved Semi-colon use.</td>
</tr>
<tr>
<td>11/25/2014</td>
<td>1</td>
<td>Update address on cover page</td>
</tr>
</tbody>
</table>

**Disclaimer:** This documentation is for information purposes only and does not obligate Frontier to provide services in the manner herein described. Frontier reserves the right as its sole option to modify or revise the information in this document at any time without prior notice. In no event shall Frontier or its agents, employees, directors, officers, representatives or suppliers be liable under contract, warranty, tort (including but not limited to negligence of Frontier), or any other legal theory, for any damages arising from or relating to this document or its contents, even if advised of the possibility of such damages.

© 2014 Frontier Communications Corporation – All Rights Reserved.