The American Radio Relay League
RADIOGRAM
Via Amateur Radio

Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	Date

To:

Telephone Number:

This Radio Message was received at
Amateur Station_____ Phone _____
Name _____
Street Address _____
City, State, Zip _____

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

From	Date	Time	To	Date	Time
REC'D			SENT		

This message was handled free of charge by a licensed Amateur Radio Operator, whose address is shown at right above. 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. Further information on Amateur Radio may be obtained from ARRL Headquarters, 225, Main Street, Newington, CT 06111.

The American Radio Relay League, Inc. is the National Membership Society of licensed radio amateurs and the publisher of ***QST*** Magazine. One of its functions is promotion of public service communication among Amateur Operators. To that end, The League has organized the National Traffic System for daily nationwide message handling .

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Preamble

Number

This is a reference. Each person has their own numbering system.

Precedence

This is a code letter that tells how critical the message is.

EMERGENCY Handle before any other messages.

PRIORITY Urgent, handle only emergency messages faster.

WELFARE Handle after emergency or priority.

ROUTINE Day to day urgency. Handle as soon as possible.

Handling Instructions

HXA (Followed by a number) Collect landline delivery authorized a given number of miles. If no number, authorization is unlimited.

HXB (Followed by a number) Cancel message if not delivered within the given time of filing. Service message back to the originating station.

HXC Report date and time of delivery to originating station.

HXD Report to originating station the identity of the station which received the message, plus date and time.

HXE Delivering station to get reply from addressee and originate a message back.

HXF (Followed b y a number) Hold delivery until the date indicated.

HXG Deliver by mail or landline. Toll call not required.

Station of Origin

This is the station that wrote the message.

Check

A count of the actual words in a message. See Checking Your Message.

Place of Origin

This is the actual place where the message started from.

Time Filed

This is the time that a message was written.

Date

This is the day the message was written

ADDRESS

The more complete the address on the message the easier and faster it can get to the addressee. Be as complete as possible. A telephone number is a must.

TEXT

The text is what the sender wants to tell the addressee. Texts should be limited to 25 words or less non-commercial in nature.

SIGNATURE

The signature identifies the person sending the message.