

FACSIMILE TRANSMISSION COVER SHEET

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TO:	FROM:
FAX NO:	DATE:
FAO:	OUR REF:
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Urgent Confidential Reply ASAP Routine

Dear Client

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Should you require the use of the e-mail system to provide you with information regarding results of analysis, I have attached a pro-forma which I would be obliged if you could complete and return to us confirming that you agree to results being sent to you using the e-mail system and listing those e-mail addresses which we are authorised to use.

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Should you require any further information please do not hesitate to contact me.

Yours faithfully

Fiona Rooney
 Quality Manager



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