



DCS COMMUNICATION TEAM

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COMMUNICATION REQUEST FORM

FROM

Name of Sender		Date Request was made	
Unit		Subject Matter	
Address		Type of Communication	<input type="checkbox"/> Advisory <input type="checkbox"/> Meeting <input type="checkbox"/> Special Event <input type="checkbox"/> Condolence <input type="checkbox"/> Commendation <input type="checkbox"/> Invitation <input type="checkbox"/> Other _____
Contact Number(s)		Distribution List	
Fax Number		Place of Event	
Email Address		Date of Event	
Signature		Time of Event	

FROM

Paul White (Secretary General)	DCS Communication Team
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DETAILS