



REQUEST TO ADMIN FOR FAXING\POSTAGE

1. DATE OF REQUEST \_\_\_\_\_

2. DETAILS OF PERSON TO WHOM FAX\POST MUST BE SENT

a) Name (Mr/Mrs/Dr/etc) \_\_\_\_\_  
please indicate

b) Address \_\_\_\_\_  
\_\_\_\_\_

c) Tel. \_\_\_\_\_

d) Fax no. \_\_\_\_\_

e) ORGANISATION\COMPANY\ect \_\_\_\_\_

f) POSITION IN ORG\COMPANY \_\_\_\_\_  
\_\_\_\_\_

3. DOCUMENT(S) TO BE SENT :

- a) Terms of ref.
- b) Structure
- c) Declaration of Intent

4. POST/FAX (please tick)

SIGNED : \_\_\_\_\_  
(please print)