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## ROUTING SLIP

To:	Date	Initials
1.		
2.		
3.		
4.		
5.		
6.		
<input type="checkbox"/> READ <input type="checkbox"/> COMMENTS <input type="checkbox"/> APPROVE	<input type="checkbox"/> REVIEW <input type="checkbox"/> FORWARD <input type="checkbox"/> RETURN	<input type="checkbox"/> FOR YOUR INFO <input type="checkbox"/> ACTION <input type="checkbox"/> DRAFT RESPONSE
<b>REMARKS</b>		
From:	Date:	

