



PO Box 299 Oberon NSW 2787 ABN 98 107 506 208	Version	Reviewed By	Reference
	B - Rev 0	Sec/SM	F-001
	16 May 2020		
	Form - Document Forwarding		

Forwarding No..... (from OTHR-R-023)

Document Forwarding Advice

To: Date.....

..... Job No.

Attention:

Project:

Subject:

Please notify OTHR Inc, of the safe arrival of the listed items:	YES	NO	(circle)
--	-----	----	----------

Dear Sir/Madam

We have pleasure in sending you the following document(s) for the following reason(s):-

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="radio"/> Your information, Reference <input type="radio"/> Your approval, comments <input type="radio"/> Your reference <input type="radio"/> As requested by you | <ul style="list-style-type: none"> <input type="radio"/> Tender details <input type="radio"/> Detailed drawings <input type="radio"/> Other reason |
|---|---|

No	Document / Drawing No	Description	No. of copies
1			
2			
3			
4			
5			
6			

Sender's Comments:

Sender: (print) **Signed:**.....
Address:
 **Phone:**...-.....