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| Form number | **57.004D** | Version | **2.0** |
| Title | **General Admin Tasks** | | |

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| **Name**: | | **Team:** | |
| **Request Date:**  **Deadline**: | | **R&D No** (if applicable): | |
| Please detail below which General Admin tasks you would like to be completed (eg. Photocopying, Scanning, Completing Study Packs, Distributing letters, Laminating) | | | |
|  | **Tasks to be completed** | | **Completed**  (initial & date) |
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| **General Admin Comments:** | |
| **Date returned:** | **General Admin Signature:** |