

GENERAL MESSAGE

ORIGINAL: Receiver	COPY: Sender
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TO / FROM

To (Receiver):		Position:	
From (Sender):		Position:	
Date:		Time:	
Priority	<input type="checkbox"/> Urgent – Top	<input type="checkbox"/> Non Urgent – Moderate	<input type="checkbox"/> Informational – Low

MESSAGE

REPLY

Reply Date:	Reply Time:
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Forwarded To:

GENERAL MESSAGE

ORIGINAL: Receiver	COPY: Sender
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ARHA TRIPLICATE MESSAGE FORM – Instructions for use.

SENDER

- Keep PINK COPY for your records. Forward ORIGINAL and YELLOW COPY to RECEIVER.

RECEIVER – REPLY REQUESTED

- Return completed ORIGINAL COPY to SENDER
- Record pertinent information to your EVENTS LOG FORM
- Forward YELLOW COPY to INFORMATION MANAGEMENT OFFICER

RECEIVER – REPLY NOT REQUESTED

- Keep ORIGINAL for your records
- Forward YELLOW COPY to INFORMATION MANAGEMENT OFFICER

INFORMATION MANAGEMENT OFFICER

- Receive and file message forms to appropriate file
- Forward pertinent information to INFORMATION MANAGEMENT LEADER and PLANNING CHIEFS