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| **C6949** | **Contract Number:** | Type here |
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| Attention | Type here |
| Sender’s name | Type here |
| Sender’s phone number (if transmission errors) | Type here |
| Reference detailsIn accordance with our agreement, would you please consider the following Design Development/Design Detailing issues and present your report and recommendations. |
| Design Development |[ ]  Design Detailing |[ ]   |
| Description of Requirements |
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| Authorisation |
| For and on behalf of the Consultant |
| Name/Position | Signature | Date |
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| Summary of Response by Sub-Consultant |
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| Authorisation |
| For and on behalf of the Sub-Consultant |
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