Clear Print

● TO

ROOM\STA. NO.

● FROM

● REPRESENTING

DATE	TIME	☐ PHONE ☐ CALNET ☐ E-MAIL/PROFS

☐ TELEPHONED	☐ PLEASE CALL/E-MAIL	☐ WAS IN
☐ RETURNED CALL	☐ WILL CALL AGAIN	☐ WANTS TO SEE YOU
☐ INFORMATION	☐ NOTE AND RE-ROUTE	REPLY
☐ COMMENT	☐ NOTE AND RETURN	☐ MY SIGNATURE
☐ INVESTIGATE	☐ NOTE AND FILE	☐ COPY ME
☐ CONTACT ME	☐ FOR SIGNATURE	☐ FORWARDED PER REQUEST

● MESSAGE/REMARKS

● BY

MESSAGE TRANSMITTAL

STD. 7 (REV. 5-96)

STATE OF CALIFORNIA
FORMS MANAGEMENT