ADMINISTRATIVE - INTERNAL USE ONLY

Date:

TO   :

FROM :

SUBJECT: Guide for the Administration of Forms Management

1. The attached Guide is for use in the administration of the Forms Management Program for your organization. It consists of general information on:

    a. Processing requests for new or revised forms.

    b. Approving reprints of existing forms.

    c. Procurement of other government agency forms.

    d. Procurement of supplies of forms.

    e. Lead time to be considered in ordering forms.

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2. Call [   ] on extension [   ] if you have any questions or suggestions on this guide.

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Attachment

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