Annex 3

REQUEST FOR INDEX AND SCAN
1G05

Please provide all of the following information:

From:	Insert your name
Section:	Litigation
Extension:	Insert your contact number

Dossier (inc check digit):	
Doc Code:	
Doc Date:	
Number of Pages:	
Is this a fax copy?	

Team:	Insert 'Inter Partes'
User (if any):	Insert name of case officer
Message text:	Example: New F2

Does this need to be processed urgently?

YES   NO

Other instructions:

Include any instructions to annotate.