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| **Division ID:** | **ADULT COMMUNITY** | **CHILDREN’S COMMUNITY** |

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| **Your Name:** |  | **Phone No:** |  |
| **Team Name Address & Postcode:** |  | | |
| **Delivery instructions:**  **(if required)** |  | | |

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| **ORDER A PERMANENT RETRIEVAL**  **Enter as much information as possible to aid retrieval (use a continuation sheet if required)** | | | | | | |
| **Order type:** | | **Permanent Retrieval** | |  | **Destruction** |  |
| **Customer Box No:** | **Bar Code No:** | | **File Description:**  **E.g. Name, Date of Birth** | | | |
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