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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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