Month of: ____________
Requesting
Unit: ____________

| JOB TITLES
(for UN despatch: L/, INF/, IC/SR, etc) | Week Expected to be submitted | Week Expected to be completed | SECRETARIAL ASSISTANCE Draft pp. (standard double sp) | SECRETARIAL ASSISTANCE Stencils (single sp) | LANGUAGES UNIT Single spaced pp. |
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| JOB TITLES
(for special despatch: Spec/, MGT/, SECRET, AIRGRAM, etc) | | | | | |
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Spec/124/56

*To be filled in only if original French, the estimates to be provided by Pool Supervisor.